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ABSTRACT

This is the second progress report on an information storage and retrieval system that will gather data from junior college students while they are enrolled and after they leave college. Problems that have been encountered are discussed, and the general system procedure is documented with program descriptions. The first progress report of this project is document number ED 027 007. (MS)

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Orange Coast Junior College District

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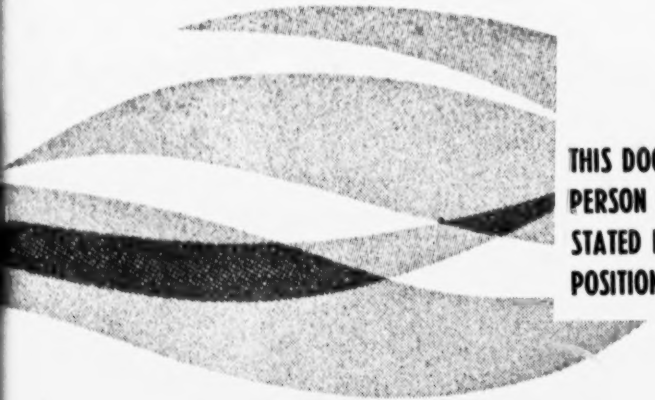

PROJECT FOLLOW-THROUGH
PROGRESS REPORT II
NOVEMBER, 1969

JC 700 019

UNIVERSITY OF CALIF.
LOS ANGELES

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CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

Orange Coast College
COSTA MESA

Golden West College
HUNTINGTON BEACH

ED035410

ORANGE COAST JUNIOR COLLEGE DISTRICT

PROJECT FOLLOW-THROUGH

Progress Report II

November, 1969

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PREFACE

This is a technical report describing the procedures by which Project Follow-Through, a project sponsored in part by the Bureau of Industrial Education of the California Community Colleges, conducts its activities.

Substantive documents reflecting the data gathered and analyzed over the past several months of Project Follow-Through operation are available from the Office of Educational Development, Orange Coast Junior College District. These documents are listed below and have been distributed automatically to the Project Follow-Through mailing list.

"They Answered Twice"
"How They See It"
"Here They Are"
"They Didn't Come Back"
"Use Of In-Class Questionnaires In The Orange Coast Junior College District"

Once again, we must express our indebtedness and appreciation to those whose help has been invaluable as we have pursued our endeavors. These include John Buller, Associate Dean of Students, Admissions and Records, Golden West College; Kenneth Mowrey, Dean, Admissions and Records, Orange Coast College; Fred Garcia, Associate Dean, Admissions and Records, Orange Coast College; John Owens, District Director, Vocational Education; Jack King, District Director, Data Processing; and, Carl Taylor, Data Processing Supervisor.

No project like the one reported here can hope for success without the full cooperation of the college faculties and administrative officials. The cooperation we have enjoyed while working with these people illustrates how well deserved is their reputation for excellence and for dedication to the improvement of community college education.

Finally, we salute especially Bonnie Borawski, our girl Friday, who, in the last analysis, made it all work.

Richard Brightman
Monty Ruth

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PROJECT FOLLOW-THROUGH

INTRODUCTION

The most critical prerequisite of meeting community college needs for program education deals with the implementation of an information storage and retrieval system. From the broadest perspective, the purposes of Project Follow-Through have been to design just such a system and to design it in a manner that would make it applicable to the needs of most junior colleges with a minimum of pain. The system is not designed specifically to replace data processing systems now used for purposes of class registration, student accounting, and similar purposes. It may, however, serve as a basis upon which standardized systems for such purposes may be developed.

The specific purposes of Project Follow-Through may be divided into several distinct parts.

1. Development of an information storage and retrieval system for the purpose of making data available to those who would use them for purposes of educational program evaluation. The system will gather data from students while the students are enrolled and will continue to gather data after the student leaves college.

2. Development of a data processing system which, using data collection techniques implemented for purposes of #1, above, will produce the various reports used for local, state, and federal reporting of data related to students enrolled in trade and technical education.

3. Conduct studies, using data gathered under #1, above, for students in the Orange Coast Junior College District.

4. Design and implementation of long-term student follow-up studies designed to provide continuing evaluation and improvement of educational programs conducted at Orange Coast and Golden West Colleges.

Implementation of the Project Follow-Through data bank cells upon the use of several basic data files are each described in Section 1 of this report. These files are listed here:

Instructor File, containing information about each instructor employed by the District who holds the proper credential to teach vocational and/or trade and technical courses. Instructors with other credentials may easily be added to the file to make it universally useful. This file indicates salary, credential, and other pertinent information for individual instructors.

Course Record File, containing information about each course offered in the District of a vocational or trade and technical nature, including units, hours per week, occupational and instructional code numbers, and other such information. As with the instructor file, the course record file can easily be made universal by adding records so that the completed file reflects all courses offered by the District.

Basic Index File, providing an index of course numbers for all courses in the Course Record File that are being offered for the current semester.

Class Schedule File, showing, for each course offered in the current semester, the number of sections being taught, the instructor assigned to the section, the times during the week during which the section meets, and other information.

Enrollment File, containing one record for each enrolled student for each class in which he is enrolled. A student enrolled in five classes during the current semester would thus have five records in this file. Records in the file indicate the grade earned by the student in that course, the instructor teaching it, and other information.

Student Master File, containing information about every student enrolled in the District. This file maintains fairly constant information about students such as name, permanent address, test scores, and demographic information.

With some minor additions to the data we now maintain in these files, almost every conceivable data processing application required by a college can be implemented with the exception of business applications such as accounts payable, asset control, and the like. These applications can be added to the system through the expedient of adding one or two files.

In the development and implementation of the Project Follow-Through data bank, certain problems were encountered which were described in the Project Follow-Through Progress Report I, dated January, 1969. We suspect that these problems, most of which relate to the coordination with the established data processing operation and the development of the new Follow-Through operation, will be encountered in one form or another by all who attempt to implement an independent system primarily for the purpose of program evaluation. One additional problem, likely to be encountered by others, is that of unreliability of student responses to questionnaires. The paper entitled "They Answered Twice" describes a manifestation of this problem. While it is not the purpose of this technical report to draw conclusions from our experiences, it is worth mentioning, we think, that the data maintained in our data bank (or any data bank, for that matter) can be no more reliable than that entered into it. We have evidence that strongly suggests that information gathered from students is not reliable.

The documentation that appears in the pages to follow will suggest other problems that are unique to our data processing installation. First of these is the matter of accessing information from the District data files. These files, as of this writing, are maintained in IBM 1401 form. Inasmuch as the Project Follow-Through file system is designed for use by the System/360 as a System/360 rather than as a 1401, all data drawn from the District files must first be converted into System/360 form, requiring additional processing steps and causing, as one would suspect, additional processing problems.

The problems we have encountered have all been operational rather than conceptual in nature. Of particular concern to us, and we are sure that others will face the same difficulties, are problems concerning coordinating the development of an information system that is to operate more or less in conjunction with an on-going data processing system already serving the institution. Our efforts have concentrated upon making our system as independent as feasibly possible from the system now used to serve the needs of the District. One might expect, then, a minimum of difficulty with respect to interfacing with the established system. If our experience represents such a minimum-difficulty effort, then those who try to develop systems that work closely and dependently with the established system are in for a rough go of it.

Probably our greatest difficulty arose with respect to using data files which were organized in a fashion most difficult to process for our purposes. File organization, record formats, file updating procedures, and other facets and techniques of the on-going data processing system at Orange Coast Junior College District hear little resemblance, in our eyes, to the ideal sort of system we might devise. Much of our computer programming efforts have been devoted to coping with data files that were most difficult for us to work with and that, as an apparent result of haphazard development, are somewhat bizarre in format.

As we have observed earlier, however, it is neither feasible nor desirable to design a completely independent system for a follow-through project. Such independence invariably involves duplicated effort and redundant files. A point must be found somewhere between a completely symbiotic and a completely ambiotic relationship with the established system and the developing follow-through system which allows the needs of both systems to be served with minimum friction. Once this point is found, then gradually the two systems can be expected to meld together into one information system serving the more mundane administrative chores, the educational program, and college evaluation through student follow-through data.

DETAILED FORMATS OF THE CARD INPUT RECORDS, REPORTS, AND DATA SETS REFERRED TO IN THIS SECTION WILL BE FOUND IN FOLLOWING SECTIONS OF THIS MANUAL.

I. INPUT

INPUT TO THE SYSTEM CONSISTS OF:

(1) IBM CARDS
(2) MASTER FILE
(3) SEMESTER ENROLLMENT FILE
(4) INSTRUCTOR FILE
(5) COURSE FILE
(6) CLASS SCHEDULE

A. CARD INPUT

1. ALL INPUT CARDS ARE PREPARED BY THE DISTRICT'S KEYPUNCH SECTION.

2. THERE ARE THREE FUNCTIONAL TYPES OF INPUT CARDS USED.

   a. SYSTEM CONTROL CARDS WHICH HAVE THE FUNCTION OF PROVIDING SPECIFIC INFORMATION AND/OR SPECIAL REQUIREMENTS FOR A PARTICULAR RUN OF THE SYSTEM OR PART OF THE SYSTEM. THESE ARE:

      (1) C1 - - DATE CARD
      (2) C2 - - RESTART
      (3) C3 - - SELECT
      (4) C4 - - TRANSFER

   b. TRANSACTION CARDS WHICH HAVE THE FUNCTION OF AFFECTING CHANGES IN THE STATUS OF A PARTICULAR ITEM. (SEE CARDS R1 - R15)

   c. RECORD CARDS WHICH HAVE THE FUNCTION OF CHANGING OR INITIATING THE INFORMATION AFFECTING AN ENTIRE FILE OR PART OF A FILE. (SEE CARDS R1 - R15)

B. INSTRUCTOR FILE

1. THE INSTRUCTOR FILE CONTAINS INFORMATION NECESSARY TO SUPPORT PROJECT FOLLOW-THROUGH. THIS FILE IS ORGANIZED IN A 2316 DISK PACK. THE INSTRUCTOR FILE IS CREATED EACH SEMESTER BY OBTAINING A LIST FROM DISTRICT DATA PROCESSING CONTAINING THE INSTRUCTOR'S NAME AND CODE NUMBER. A XEROX COPY IS MADE OF THIS LIST AND USED AS A WORK SHEET. (SEE FIGURE 1.) THE FOLLOWING COLUMNS ARE ENTERED ONTO THE WORK SHEET:

(1) INSTRUCTOR CODE
(2) INSTRUCTOR NAME
(3) HOURLY RATE
(4) CREDENTIAL
(5) LIFE
(6) ANNUAL SALARY

THIS LIST CONTAINS THE NAMES AND CODES OF ALL THE INSTRUCTORS EMPLOYED BY ORANGE COAST COLLEGE AND GOLDEN WEST COLLEGE. THIS WORK SHEET WILL BE CHECKED AGAINST THE CREDENTIAL FILE FOR THOSE INSTRUCTORS WHO HAVE THE FOLLOWING CREDENTIALS:

(1) STANDARD DESIGNATED
(2) STANDARD DESIGNATED SUBJECT
(3) SPECIAL SUBJECT
(4) CLASS A
(5) CLASS D

INSTRUCTORS WITH ANY OTHER CREDENTIAL ARE ELIMINATED FROM THE WORK SHEET. IF THE INSTRUCTOR'S CREDENTIAL IS VALID FOR LIFE, A CHECK MARK IS ENTERED IN THE COLUMN LABELED LIFE. THE THREE DIGIT CODE ASSIGNED BY DISTRICT DATA PROCESSING IS EXPANDED TO FOUR DIGETS WITH ONE OF THE FOLLOWING NUMBERS:

1 = ORANGE COAST COLLEGE - DAY
2 = GOLDEN WEST COLLEGE - DAY
3 = ORANGE COAST COLLEGE - EVENING
4 = GOLDEN WEST COLLEGE - EVENING

IF AN INSTRUCTOR IS EMPLOYED BOTH DAY AND EVENING, THE DAY NUMBER IS ASSIGNED. THE SALARY SCHEDULE IS CHECKED FOR THOSE INSTRUCTORS WHO HAVE ONE OF THE ABOVE CREDENTIALS AND THEIR HOURLY RATE (EVENING COLLEGE) AND/OR ANNUAL SALARY (DAY INSTRUCTORS) ARE ENTERED IN THE APPROPRIATE COLUMNS. ONCE THIS WORK SHEET IS COMPLETED, IT IS SENT TO THE KEYPUNCH SECTION. AFTER THE DATA IS KEYPUNCHED AND VERIFIED, THE CARDS ARE SORTED TO INSTRUCTOR CODE SEQUENCE AND LOADED TO AN INDEX SEQUENTIAL DISK FILE.

2. FORMAT

a. INDEX SEQUENTIAL
b. BLOCKING FACTOR = 10
c. RECORD LENGTH = 52

3. CONTROL FIELDS

a. INSTRUCTOR CODE (KEY)
b. COLLEGE CODE

4. ALL PROCESSING OF THIS FILE IS DONE IN EITHER THE SEQUENTIAL OR INDEX SEQUENTIAL MODE.

C. SEMESTER ENROLLMENT FILE

1. THE ENROLLMENT FILE IS CREATED EACH SEMESTER BY EXTRACTING INFORMATION FROM THE DISTRICT'S DATA PROCESSING STUDENT MASTER FILE. UPDATES TO THIS FILE INCLUDE THE COURSE NUMBER, IN-CLASS QUESTIONNAIRES, ADDS, DROPS, AND GRADES. VARIOUS REPORTS ARE PRODUCED USING DATA CONTAINED IN THIS FILE. (SEE OUTPUT IN THIS SECTION.)

2. FORMAT

    a. SEQUENTIAL
    b. RECORD LENGTH = 100
    c. BLOCKING FACTOR = 20

3. CONTROL FIELDS

    a. STUDENT I.D. NUMBER
    b. SOCIAL SECURITY NUMBER

4. ALL PROCESSING OF THIS FILE IS DONE IN THE SEQUENTIAL MODE.

D. MASTER FILE

1. THE MASTER FILE IS A PERMANENT FILE INITIALLY CREATED DURING THE FALL SEMESTER OF 1968/1969. THIS FILE IS UPDATED AT THE BEGINNING OF EACH SEMESTER WITH DATA GATHERED FROM ENTERING STUDENTS. ONCE THIS PROCESS IS COMPLETED, AN ADDRESS FILE IS CREATED FOR THOSE STUDENTS WHO HAVE NOT RETURNED TO COLLEGE. USING THIS ADDRESS FILE, LABELS ARE PRODUCED AND FOLLOW-UP QUESTIONNAIRES ARE MAILED TO ALL NON-RETURNING STUDENTS. AFTER THE FOLLOW-UP QUESTIONNAIRES HAVE BEEN RETURNED, THEY ARE FORWARDED TO THE KEYPUNCH SECTION. AS PUNCHED CARD RECORDS, THEY GO DIRECTLY TO THE CONTROL CLERK OF DISTRICT DATA PROCESSING WHERE THEY ARE SCHEDULED FOR COMPUTER PROCESSING. THE MASTER FILE IS THEN UPDATED AND A LISTING OF EVERY FOURTH NON-RETURNING STUDENT WHO HAS NOT RETURNED THE FOLLOW-UP QUESTIONNAIRE IS PRODUCED AND FORWARDED TO THE CONTROL CLERK OF PROJECT FOLLOW-THROUGH WHO TELEPHONES THESE STUDENTS AND, IF SUCCESSFUL, FILLS OUT A SHORT TELEPHONE FOLLOW-UP FORM. AFTER THE LIST HAS BEEN EXHAUSTED, THESE FORMS ARE SENT TO THE KEYPUNCH SECTION AND FROM THERE ARE TRANSFERRED TO THE CONTROL CLERK OF DISTRICT DATA PROCESSING FOR UPDATING OF THE MASTER FILE. IN ADDITION TO VARIOUS UPDATES, CERTAIN REPORTS ARE PRODUCED AND FORWARDED TO THE DIRECTOR OF PROJECT FOLLOW-THROUGH. (SEE OUTPUT IN THIS SECTION.)

2. FORMAT

   a. SEQUENTIAL OR INDEX SEQUENTIAL
   b. BLOCKING FACTOR = 3
   c. RECORD LENGTH = 479

3. CONTROL FIELDS

   a. STUDENT IDENTIFICATION NUMBER
   b. SOCIAL SECURITY NUMBER

4. THIS FILE IS MOST OFTEN PROCESSED IN THE SEQUENTIAL MODE, HOWEVER, THE FOLLOW-UP QUESTIONNAIRES ARE PROCESSED AGAINST THE MASTER FILE DIRECTLY USING THE INDEX SEQUENTIAL ACCESS METHOD.

E. CLASS SCHEDULE

1. THIS FILE IS CREATED EACH SEMESTER CONTAINING INFORMATION NECESSARY TO PRODUCE REPORTS FOR PROJECT FOLLOW-THROUGH. THE FILE IS MAINTAINED ON A 2316 DISK PACK. THE BASIC INDEX RECORD (SEE CARD LAYOUT R-1) AND THE CLASS MASTER CARDS (SEE CARD LAYOUTS R-4 AND R-5) ARE RANDOMLY LOADED TO A SEQUENTIAL DISK FILE, SORTED TO TICKET NUMBER SEQUENCE AND USED TO CREATE A CLASS SCHEDULE. ONCE CREATED, THE FILE IS USED TO CALCULATE INSTRUCTOR UNIT LOAD. AFTER THE INSTRUCTOR FILE HAS BEEN UPDATED WITH THE UNIT LOAD, IT IS PROCESSED AGAINST THE CLASS SCHEDULE, SECTION COST IS CALCULATED, AND THE CLASS SCHEDULE IS UPDATED WITH THIS COST. A LISTING OF THE CLASS SCHEDULE IS PRODUCED AND FORWARDED TO THE DIRECTOR OF PROJECT FOLLOW-THROUGH.

2. FORMAT

   a. INDEX SEQUENTIAL
   b. PACKED DECIMAL INFORMATION
   c. BLOCKING FACTOR = 4
   d. RECORD LENGTH = 105

3. CONTROL FIELDS

   a. TICKET NUMBER (KEY)
   b. INSTRUCTOR NUMBER
   c. COURSE NUMBER

4. THIS FILE IS PROCESSED IN THE SEQUENTIAL AND INDEX SEQUENTIAL MODE.

F. BASIC INDEX RECORD

1. PROVIDES ACCESS TO VIRTUALLY EVERY DATA SET WITHIN THE SYSTEM. THIS INDEX RECORD IS CREATED EACH SEMESTER. THE FOLLOWING PROCEDURE IS USED IN BUILDING THE BASIC INDEX RECORD.

   a. THREE CLASS SCHEDULES ARE USED TO OBTAIN THE FOLLOWING INFORMATION:

      (1) TICKET NUMBER
      (2) COURSE NUMBER
      (3) DAYS OF WEEK CLASS MEETS

   b. THE CLASS SCHEDULES USED ARE:

      (1) ORANGE COAST COLLEGE - DAY SCHEDULE
      (2) GOLDEN WEST COLLEGE - DAY SCHEDULE
      (3) EVENING COLLEGE CLASS SCHEDULE WHICH INCLUDES BOTH COLLEGES

   c. THE COURSE TITLE FROM THE CLASS SCHEDULE IS USED TO LOCATE THE COURSE NUMBER IN THE COURSE FILE. IF THERE IS A MATCHING COURSE TITLE, THE TICKET AND COURSE NUMBERS ARE ENTERED ON A WORK SHEET (SEE FIGURE 2). IF THIS CONDITION DOES NOT EXIST, THE COURSE IS IGNORED. AFTER THE CLASS SCHEDULES HAVE BEEN CHECKED AGAINST THE COURSE FILE, THE DAYS OF THE WEEK CLASS MEETS ARE ENTERED ONTO THE WORK SHEET AND FORWARDED TO THE KEYPUNCH SECTION AND RETURNED TO THE CONTROL CLERK OF PROJECT FOLLOW-THROUGH. THE INDEX RECORD IS SENT TO DISTRICT DATA PROCESSING TO:

      (1) SUPPORT THE BUILDING OF PROJECT FOLLOW-THROUGH CLASS SCHEDULE.
      (2) TO UPDATE THE CURRENT ENROLLMENT FILE.

2. FORMAT

   SEE CARD LAYOUT R-1 IN SECTION V OF THIS MANUAL.

G. COURSE FILE

1. THE COURSE FILE IS UPDATED EACH SEMESTER WITH NEW COURSES BEING OFFERED. THIS PROCESS BEGINS WITH THE CONTROL CLERK OF PROJECT FOLLOW-THROUGH WHO CHECKS THE CURRENT CLASS CATALOG TO DETERMINE THOSE COURSES THAT HAVE NOT BEEN OFFERED IN PREVIOUS SEMESTERS. ONCE THIS DETERMINATION IS MADE, THE CLERK WILL GATHER THE NECESSARY

INFORMATION FROM THE OFFICE OF THE DIRECTOR OF VOCATIONAL EDUCATION. THIS INFORMATION IS KEYPUNCHED, VARIFIED, AND RETURNED TO THE CONTROL CLERK OF PROJECT FOLLOW-THROUGH WHO ENTERS THE NEW COURSE RECORDS INTO THE EXISTING COURSE CARD FILE. THIS CARD FILE IS SENT TO THE CONTROL CLERK OF DISTRICT DATA PROCESSING FOR COMPUTER PROCESSING.

2. FORMAT

   a. INDEX SEQUENTIAL
   b. PACKED DECIMAL INFORMATION
   c. BLOCKING FACTOR = 5
   d. RECORD LENGTH = 80

3. CONTROL FIELD

   a. COURSE NUMBER (KEY)
   b. COURSE CODE NUMBER

4. PROCESSING OF THIS FILE IS DONE IN BOTH THE INDEX SEQUENTIAL AND SEQUENTIAL MODE.

II. COMPUTER PROCEDURE

THE GENERAL PROCESSING LOGIC OF THIS SYSTEM IS THAT A MASTER AND ENROLLMENT FILE ARE CREATED AND MAINTAINED EACH SEMESTER THAT CONTAINS ALL THE INFORMATION NECESSARY TO PRODUCE REQUIRED REPORTS. THE MASTER FILE IS THE BASIC LOGICAL UNIT OF THE SYSTEM AND ALL PROCESSING FUNCTIONS ARE RELATIVE TO IT. THE STEP BY STEP GENERAL LOGIC OF THE PROCEDURE IS AS FOLLOWS:

SYSTEM	PROGRAM	DESCRIPTION
IBM 1401	80-005	BUILD ENROLLMENT FILE (TAPE)
IBM 1401	80-007	BUILD MASTER FILE (TAPE)
IBM 360	P81-004	COPY TAPE ENROLLMENT FILE TO 2316 DISK PACK
IBM 360	P81-007	SORT ENROLLMENT FILE TO TICKET NUMBER SEQUENCE
IBM 360	P81-008	UPDATE ENROLLMENT FILE WITH COURSE NUMBER
IBM 360	P81-005	SORT ENROLLMENT FILE TO THE FOLLOWING SEQUENCE: COLLEGE, INSTRUCTOR, TICKET, STUDENT NAME

SYSTEM	PROGRAM	DESCRIPTION
IBM 360	P81-006	PRODUCE IN-CLASS QUESTIONNAIRES
IBM 360	P81-010	LOAD IN-CLASS QUESTIONNAIRES TO SEQUENTIAL FILE
IBM 360	P81-011	SORT IN-CLASS QUESTIONNAIRE FILE TO I.D. NUMBER AND TICKET NUMBER SEQUENCE
IBM 360	P81-012	UPDATE ENROLLMENT FILE WITH IN-CLASS QUESTIONNAIRES
IBM 360	P81-013	SORT IN-CLASS QUESTIONNAIRE FILE TO COURSE NUMBER
IBM 360	P81-402	IN-CLASS QUESTIONNAIRE REPORT
IBM 360	P81-501	UPDATE MASTER FILE
IBM 360	P81-800	BUILD ADDRESS FILE FOR NON-RETURNING STUDENTS
IBM 360	P81-801	SORT NON-RETURNEE ADDRESS FILE TO ZIP CODE SEQUENCE
IBM 360	P81-802	PRODUCE THREE-UP LABELS FOR NON-RETURNEES
IBM 360	P81-502	LOAD REGISTRATION DATA TO SEQUENTIAL FILE
IBM 360	P81-503	SORT REGISTRATION DATA TO I.D. NUMBER SEQUENCE
IBM 360	P81-504	UPDATE MASTER FILE WITH REGISTRATION DATA
IBM 360	P81-510	LOAD FOLLOW-UP QUESTIONNAIRES TO SEQUENTIAL DISK FILE
IBM 360	P81-511	SORT FOLLOW-UP FILE TO I.D. NUMBER SEQUENCE
IBM 360	P81-512	UPDATE MASTER FILE WITH FOLLOW-UP DATA
IBM 360	P81-514	BUILD AN INDEX SEQUENTIAL MASTER FILE
IBM 360	P81-516	RANDOM UPDATE OF MASTER FILE WITH TELEPHONE QUESTIONNAIRE
IBM 360	P81-102	LOAD CLASS MASTERS AND BASIC INDEX RECORDS TO SEQUENTIAL FILE

SYSTEM	PROGRAM	DESCRIPTION
IBM 360	P81-103	SORT CLASS MASTERS AND BASIC INDEX FILE TO TICKET NUMBER SEQUENCE
IBM 360	P81-104	CREATE CLASS SCHEDULE
IBM 360	P81-002	LOAD INSTRUCTOR FILE
IBM 360	P81-000	LOAD COURSE FILE
IBM 360	P81-106	LOAD INDEX SEQUENTIAL CLASS SCHEDULE FILE TO SEQUENTIAL FILE
IBM 360	P81-107	SORT SEQUENTIAL CLASS SCHEDULE TO INSTRUCTOR CODE SEQUENCE
IBM 360	P81-108	UPDATE INSTRUCTOR FILE WITH UNIT LOAD
IBM 360	P81-110	CALCULATE SECTION COST AND UPDATE CLASS SCHEDULE
IBM 360	P81-408	REPORT FORM A-1
IBM 360	P81-410	BUILD ANNUAL ENROLLMENT FILE
IBM 360	P81-411	SORT ANNUAL ENROLLMENT FILE
IBM 360	P81-412	REPORT FORM B-1
IBM 360	P81-414	REPORT FORM C

III. INFORMATION REPORTS

A. IN-CLASS QUESTIONNAIRE REPORT

A SUMMARY REPORT ON COURSES IN TERMS OF CAREER PLANS AND REQUIREMENTS

B. DESCRIPTIVE REPORT

A SUMMARY REPORT CONTAINING THE FOLLOWING KINDS OF INFORMATION:

1. ETHNIC BACKGROUND
   a. AMERICAN INDIAN
   b. AMERICAN NEGRO
   c. PHILIPPINO AMERICAN

   d. ORIENTAL AMERICAN
   e. MEXICAN AMERICAN
   f. SPANISH AMERICAN
   g. FOREIGN STUDENT
   h. OTHER

2. MARITAL STATUS

   a. MARRIED
   b. SINGLE
   c. DIVORCED
   d. WIDOWED

3. FAMILY INCOME

   a. LESS THAN $3,000
   b. BETWEEN $3,000 AND $6,000
   c. BETWEEN $6,000 AND $10,000
   d. BETWEEN $10,000 AND $15,000
   e. OVER $15,000

4. REASON FOR CHOOSING A PARTICULAR COMMUNITY COLLEGE

   a. CLOSE TO HOME
   b. HIGH SCHOOL PRESENTATION BY COLLEGE
   c. FRIEND'S ADVICE
   d. PARENT'S OR GUARDIAN'S ADVICE
   e. HIGH SCHOOL COUNSELOR'S ADVICE
   f. COLLEGE COUNSELOR'S ADVICE
   g. YOUR OWN DETERMINATION
   h. OTHER

5. BASIS FOR PICKING MAJOR OR VOCATION

   a. HIGH SCHOOL PRESENTATION BY COLLEGE
   b. FRIEND'S ADVICE
   c. PARENT'S ADVICE
   d. HIGH SCHOOL COUNSELOR'S ADVICE
   e. COLLEGE COUNSELOR'S ADVICE
   f. COLLEGE INSTRUCTOR'S ADVICE
   g. OWN DETERMINATION
   h. NOT DECIDED ON MAJOR
   i. OTHER

6. ENROLLMENT PLAN
    - a. TWO-YEAR DEGREE
    - b. TRANSFER PROGRAM
    - c. COMPLETION CERTIFICATE
    - d. APPRENTICE PROGRAM
    - e. HIGH SCHOOL DIPLOMA
    - f. GENERAL INTEREST

7. TRANSFER PLANS
    - a. NON-TRANSFER
    - b. CALIFORNIA STATE COLLEGE
    - c. CALIFORNIA STATE UNIVERSITY
    - d. PRIVATE CALIFORNIA COLLEGE OR UNIVERSITY
    - e. OUT-OF-STATE COLLEGE OR UNIVERSITY

8. BASIS FOR PICKING FOUR-YEAR SCHOOL
    - a. CLOSE TO HOME
    - b. HIGH SCHOOL PRESENTATION BY COLLEGE
    - c. FRIEND'S ADVICE
    - d. PARENT'S OR GUARDIAN'S ADVICE
    - e. HIGH SCHOOL COUNSELOR'S ADVICE
    - f. COLLEGE COUNSELOR'S ADVICE
    - g. COLLEGE INSTRUCTOR'S ADVICE
    - h. OWN DETERMINATION
    - i. NOT DECIDED
    - j. OTHER

9. NUMBER OF HOURS SPENT WORKING PER WEEK
    - a. ZERO
    - b. 1-10
    - c. 11-20
    - d. 21-30
    - e. 31-40
    - f. MORE THAN 40

10. FIELD IN WHICH WORKING IS:
    - a. MAJOR FIELD
    - b. FIELD RELATED TO MAJOR
    - c. FIELD UNRELATED TO MAJOR

11. CAREER OBJECTIVE

    a. PROFESSIONAL (5 OR MORE YEARS OF COLLEGE)
    b. EDUCATOR
    c. MILITARY
    d. TECHNICIAN
    e. ATHLETE
    f. CORPORATE EXECUTIVE
    g. FINE ARTS
    h. TRADESMAN OR JOURNEYMAN
    i. SELF-EMPLOYMENT
    j. OTHER
    k. UNDECIDED

12. BASIS FOR PICKING CAREER OBJECTIVE

    a. PARENT'S OR GUARDIAN'S ADVICE
    b. COLLEGE COUNSELOR'S ADVICE
    c. COLLEGE INSTRUCTOR'S ADVICE
    d. ADVICE OF HIGH SCHOOL TEACHER OR COUNSELOR
    e. OWN DETERMINATION
    f. FRIEND'S ADVICE
    g. UNDECIDED ON CAREER OBJECTIVE
    h. OTHER

13. COMPLETE JUNIOR COLLEGE PROGRAM THIS SEMESTER?

    a. YES
    b. NO

C. FOLLOW-UP QUESTIONNAIRE REPORT

A SUMMARY REPORT CONTAINING THE FOLLOWING INFORMATION:

1. DID YOU COMPLETE YOUR PROGRAM?

    a. YES
    b. NO

2. IF YOU ARE NOW ENROLLED IN COLLEGE, IN WHAT TYPE OF PROGRAM ARE YOU ENGAGED?

    a. TWO-YEAR COMMUNITY OR JUNIOR COLLEGE
    b. FOUR-YEAR COLLEGE
    c. VOCATIONAL OR OCCUPATIONAL PROGRAM
    d. PROGRAM LEADING TO AN AA DEGREE OR JUNIOR COLLEGE CERTIFICATE OF ACHIEVEMENT

e. PROGRAM LEADING TO A BACHELOR'S DEGREE OR HIGHER DEGREE
f. TAKING COURSES SPECIFICALLY TO HELP ME IN MY PRESENT JOB
g. TAKING COURSES REQUIRED FOR MY DEGREE OR CERTIFICATE PROGRAM
h. TAKING COURSES FOR GENERAL INTEREST AND SELF-IMPROVEMENT
i. TAKING COURSES AND WORKING PART TIME (LESS THAN 30 HOURS PER WEEK)
j. NOT ENROLLED IN COLLEGE COURSES AT THIS TIME

3. IF YOU ARE NOT ENROLLED IN COLLEGE, DO YOU INTEND TO ENROLL:

a. NEXT SEMESTER
b. AFTER TWO YEARS
c. WITHIN ONE YEAR
d. AFTER I FINISH SERVICE IN THE ARMED FORCES
e. WITHIN TWO YEARS
f. NEVER

4. ARE YOU PRESENTLY SEEKING FULL- OR PART-TIME WORK?

a. YES
b. NO

5. IF YOU ARE WORKING FULL TIME (OR IN THE ARMED SERVICES) 30 OR MORE HOURS PER WEEK, ARE YOU WORKING:

a. IN AN OCCUPATION FOR WHICH YOU RECEIVED TRAINING IN JUNIOR COLLEGE
b. IN AN OCCUPATION UNRELATED TO MY JUNIOR COLLEGE TRAINING
c. NOT WORKING FULL TIME

6. IF YOU WERE ENROLLED IN AN OCCUPATIONAL OR VOCATIONAL PROGRAM WHILE IN JUNIOR COLLEGE, DID THE OCCUPATIONAL TRAINING YOU RECEIVED:

a. HELP YOU GET A NEW JOB
b. HELP YOU GET A PROMOTION OR A BETTER JOB
c. MY TRAINING DID NOT HELP ME GET A JOB OR A PROMOTION
d. WAS NOT ENROLLED IN AN OCCUPATIONAL PROGRAM
e. WAS ENROLLED IN AN OCCUPATIONAL PROGRAM AND NOW ATTENDING A FOUR-YEAR COLLEGE

7. IF YOU WERE ENROLLED IN A TRANSFER PROGRAM WHILE IN JUNIOR COLLEGE, DID YOU:

a. TRANSFER AS A FRESHMAN TO A FOUR-YEAR COLLEGE
b. TRANSFER AS A SOPHOMORE TO A FOUR-YEAR COLLEGE
c. TRANSFER AS A JUNIOR TO A FOUR-YEAR COLLEGE
d. TRANSFER AS A SENIOR TO A FOUR-YEAR COLLEGE

- e. FIND YOUR JUNIOR COLLEGE WORK TO BE OF GREAT VALUE
- f. FIND YOUR JUNIOR COLLEGE WORK TO BE OF MODERATE VALUE
- g. FIND YOUR JUNIOR COLLEGE WORK TO BE OF MINIMUM VALUE
- h. FIND YOUR JUNIOR COLLEGE WORK TO BE OF NO VALUE
- i. WAS ENROLLED IN A TRANSFER PROGRAM BUT HAVE NOT ENTERED A FOUR-YEAR COLLEGE
- j. WAS NOT ENROLLED IN A TRANSFER PROGRAM

8. IN GENERAL, HOW WOULD YOU RATE YOUR JUNIOR COLLEGE EXPERIENCE?

   - a. OF GREAT VALUE
   - b. OF MODERATE VALUE
   - c. OF LIMITED VALUE
   - d. OF NO VALUE

9. WHAT IS THE MOST IMPORTANT CHANGE IN YOUR LIFE THAT HAS BEEN BROUGHT AS A RESULT OF YOUR JUNIOR COLLEGE EXPERIENCE?

   - a. SOCIAL (INCLUDING MARRIAGE)
   - b. OCCUPATIONAL, PROFESSIONAL, OR ECONOMIC
   - c. EDUCATIONAL
   - d. CULTURAL
   - e. GENERAL INTEREST, VALUE
   - f. PERSONAL GROWTH, RESPONSIBILITY
   - g. COUNSELING, GUIDANCE
   - h. DRAFT AVOIDANCE OR FAILURE TO AVOID DRAFT
   - i. NO HELP OR CHANGE
   - j. OTHER

10. IN WHAT WAYS HAS YOUR JUNIOR COLLEGE EXPERIENCE ASSISTED YOU IN WHAT YOU ARE NOW DOING?

    - a. SOCIAL (INCLUDING MARRIAGE)
    - b. OCCUPATIONAL, PROFESSIONAL, OR ECONOMIC
    - c. EDUCATIONAL
    - d. CULTURAL
    - e. GENERAL INTEREST, VALUE
    - f. PERSONAL GROWTH, RESPONSIBILITY
    - g. COUNSELING, GUIDANCE
    - h. DRAFT AVOIDANCE OR FAILURE TO AVOID DRAFT
    - i. NO HELP OR CHANGE
    - j. OTHER

11. IN WHAT WAYS DO YOU BELIEVE JUNIOR COLLEGE SHOULD HAVE ASSISTED YOU BUT DID NOT?

    a. SOCIAL (INCLUDING MARRIAGE)
    b. OCCUPATIONAL, PROFESSIONAL, OR ECONOMIC
    c. EDUCATIONAL
    d. CULTURAL
    e. GENERAL INTEREST, VALUE
    f. PERSONAL GROWTH, RESPONSIBILITY
    g. COUNSELING, GUIDANCE
    h. DRAFT AVOIDANCE OR FAILURE TO AVOID DRAFT
    i. NO HELP OR CHANGE
    j. OTHER

12. WHAT ONE JUNIOR COLLEGE EXPERIENCE DID YOU FIND MOST USEFUL AND BENEFICIAL?

    a. SPECIFIC CLASS, SUBJECT, OR ASSIGNMENT
    b. HOMEWORK, STUDY
    c. COUNSELING
    d. INDIVIDUAL TEACHER
    e. ACTIVITIES AND P.E.
    f. DROPPING OUT OF COLLEGE
    g. INDEPENDENCE, ADULT RESPONSIBILITY
    h. SOCIAL EXPERIENCES
    i. NONE OR NO EXPERIENCE
    j. OTHER

13. WHAT ONE JUNIOR COLLEGE EXPERIENCE DID YOU FIND LEAST USEFUL AND BENEFICIAL?

    a. SPECIFIC CLASS, SUBJECT, OR ASSIGNMENT
    b. HOMEWORK, STUDY
    c. COUNSELING
    d. INDIVIDUAL TEACHER
    e. ACTIVITIES AND P.E.
    f. DROPPING OUT OF COLLEGE
    g. INDEPENDENCE, ADULT RESPONSIBILITY
    h. SOCIAL EXPERIENCES
    i. NONE OR NO EXPERIENCE

D. TELEPHONE QUESTIONNAIRE REPORT

1. ARE YOU NOW ATTENDING ORANGE COAST OR GOLDEN WEST COLLEGE?

    a. NO
    b. YES, DAY SCHOOL
    c. YES, EVENING COLLEGE

2. DID YOU COMPLETE YOUR JUNIOR COLLEGE PROGRAM?

    a. YES
    b. NO

3. ARE YOU NOW (ANSWER MORE THAN 1)

    a. ENROLLED IN COLLEGE
    b. WORKING FULL TIME
    c. WORKING PART TIME

4. DO YOU INTEND TO RETURN TO COLLEGE? WHEN?

    a. NEXT SEMESTER
    b. WITHIN ONE YEAR
    c. WITHIN TWO YEARS
    d. AFTER TWO YEARS
    e. AFTER SERVICE IN THE ARMED FORCES
    f. NEVER

5. WAS YOUR JUNIOR COLLEGE EXPERIENCE HELPFUL IN ANY WAY?

    a. YES
    b. NO

E. FACULTY SURVEY ON IN-CLASS QUESTIONNAIRES

1. HOW MUCH TIME PER CLASS WAS REQUIRED TO DISTRIBUTE AND GATHER THE CARD QUESTIONNAIRES THIS SEMESTER (IN MINUTES)?

2. CONCERNING THE AMOUNT OF TIME INVOLVED IN ASKING STUDENTS TO COMPLETE QUESTIONNAIRES IN CLASS THIS SEMESTER

    a. NO PROBLEMS, I'D BE GLAD TO DEVOTE MORE TIME TO SUCH DATA-GATHERING ACTIVITIES.

    b. NO PROBLEMS, BUT I CANNOT AFFORD TO DEVOTE MORE TIME THAN I DID THIS SEMESTER.

    c. IT'S ALL RIGHT TO GATHER DATA IN CLASS, BUT WE SHOULD SPEND LESS TIME THAN WE DID THIS SEMESTER.

    d. GATHERING DATA SHOULD NOT BE DONE IN CLASS SINCE IT REQUIRES TIME MY CLASS CAN ILL-AFFORD TO LOSE.

3. CONCERNING ASKING STUDENTS QUESTIONS IN CLASS ABOUT THEIR COURSES AND COLLEGE PROGRAMS IN GENERAL

    a. VERY VALUABLE ACTIVITY, STUDENTS CAN PROVIDE MEANINGFUL INFORMATION.

    b. MIGHT BE VALUABLE, BUT MANY STUDENTS WILL NOT OR CANNOT ANSWER QUESTIONS RELIABLY.

    c. ALMOST IMPOSSIBLE TO EXPECT TO GATHER MEANINGFUL INFORMATION FROM STUDENTS IN CLASS.

IV. TRADE AND TECHNICAL REIMBURSEMENT REPORTS

A. FORM A-1 APPLICATION FOR APPROVAL OF TRADE AND TECHNICAL EDUCATION CLASSES

1. THE INFORMATION REQUIRED FOR THIS REPORT IS OBTAINED FROM THE INSTRUCTOR FILE, COURSE FILE, AND THE BASIC INDEX RECORD. THE REPORT CONSISTS OF THE FOLLOWING INFORMATION:

    a. CLASS NUMBER
    b. TYPE OF CLASS
    c. COURSE TITLE
    d. INSTRUCTIONAL CODE NUMBER
    e. INSTRUCTOR'S NAME
    f. TYPE OF CREDENTIAL HELD
    g. HOURS PER WEEK CLASS MEETS
    h. COURSE OUTLINE NUMBER
    i. ADVISORY COMMITTEE CODE

B. FORM B-1 REPORT ON AUTHORIZED TRADE AND TECHNICAL EDUCATION CLASSES

1. THE INFORMATION REQUIRED FOR THIS REPORT IS OBTAINED FROM THE ENROLLMENT FILE, COURSE FILE, CLASS SCHEDULE, AND THE INSTRUCTOR FILE. THE REPORT CONSISTS OF THE FOLLOWING INFORMATION:

    a. CLASS NUMBER
    b. TYPE OF CLASS
    c. COURSE TITLE
    d. COURSE CODE NUMBER
    e. INSTRUCTOR NAME
    f. ENROLLMENT COUNTS
    g. HOURS OF INSTRUCTION
    h. SALARY

C. FORM C REPORT OF ENROLLMENT IN TRADE AND INDUSTRIAL EDUCATION CLASSES

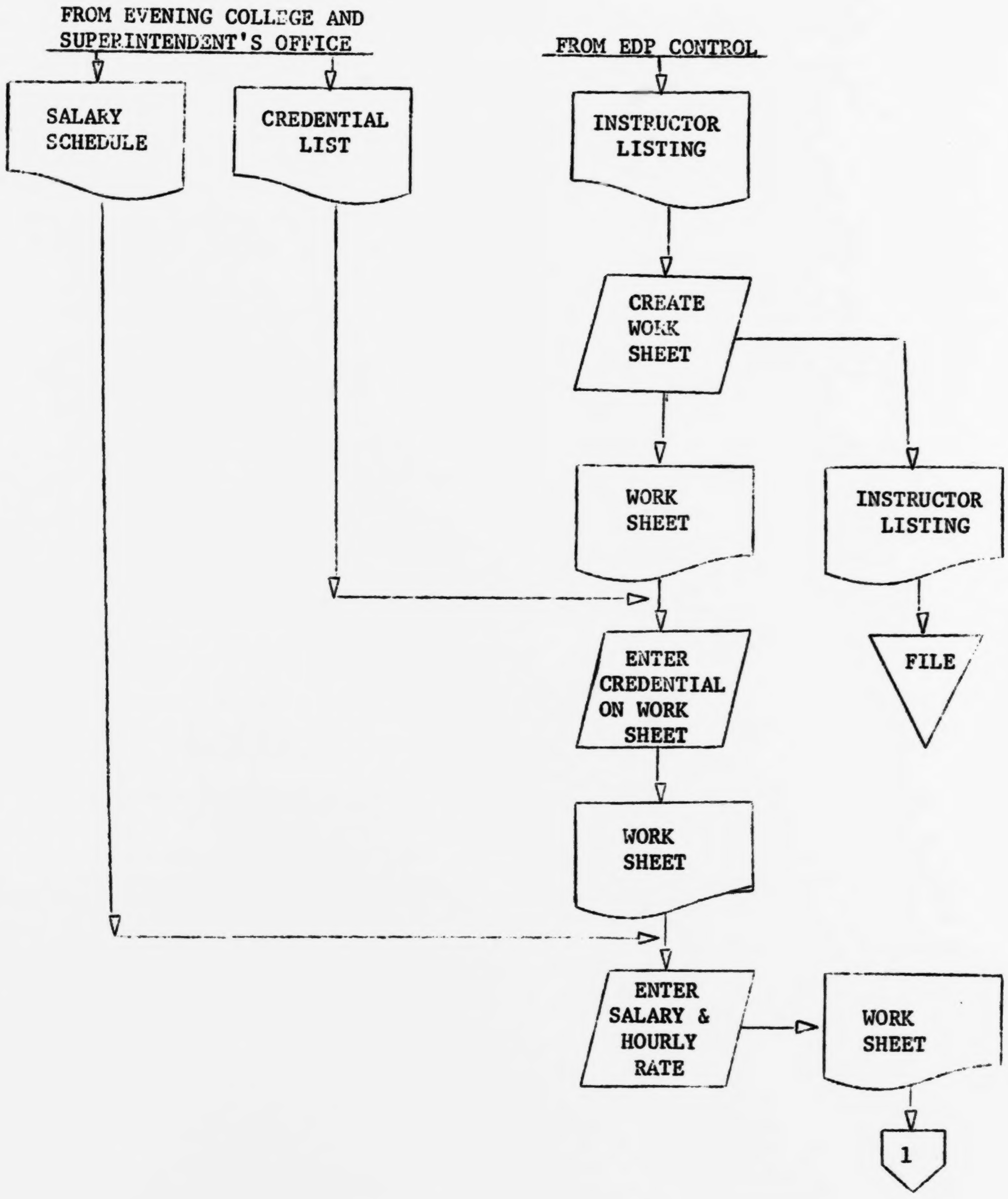
1. THE INFORMATION REQUIRED FOR THIS REPORT IS OBTAINED FROM THE ENROLLMENT FILE AND THE COURSE FILE. THE REPORT CONSISTS OF THE FOLLOWING INFORMATION:

    a. OCCUPATIONAL CODE
    b. OCCUPATION FOR WHICH TRAINING WAS GIVEN
    c. ENROLLMENT COUNT

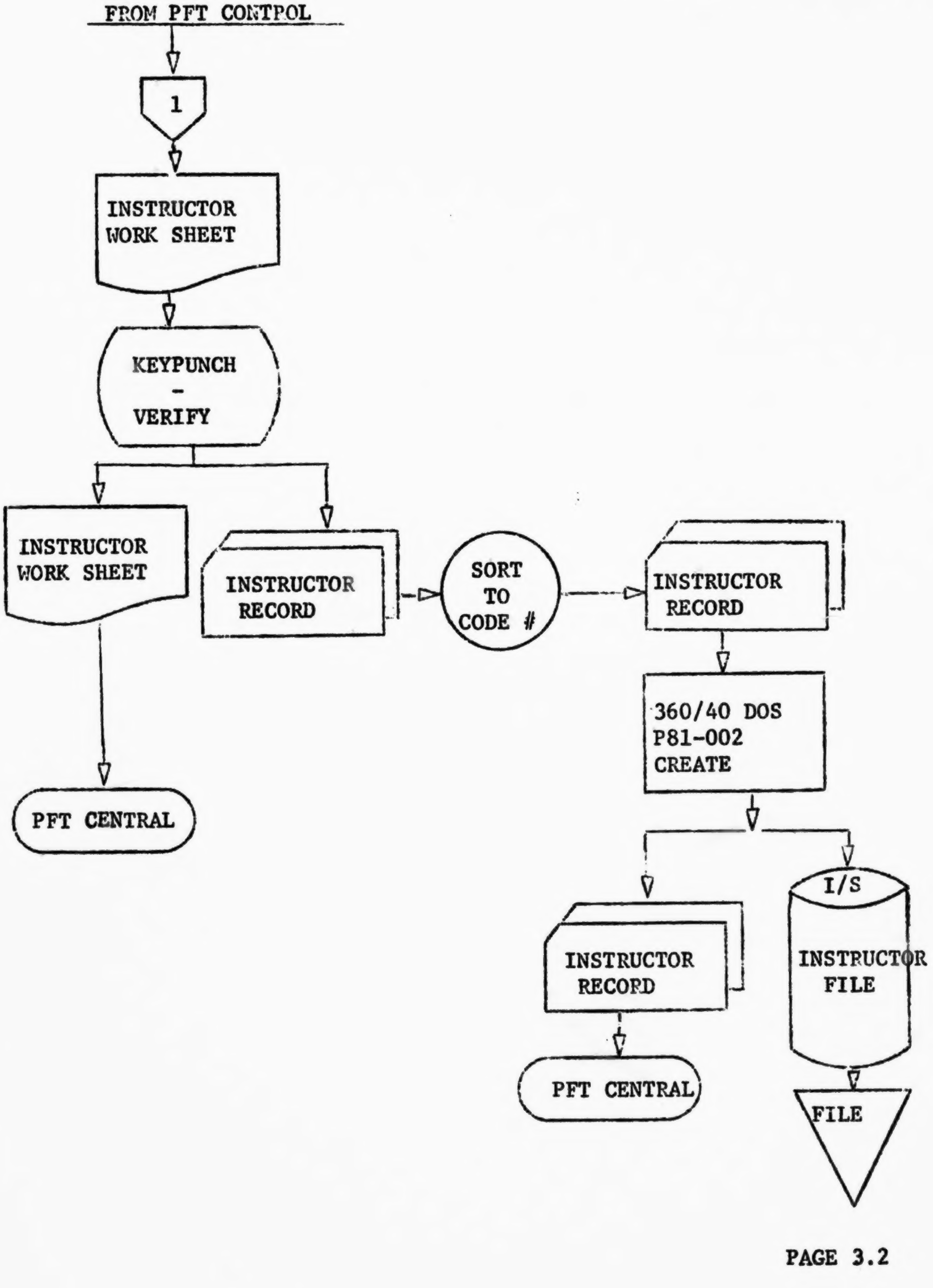
ORANGE COAST JUNIOR COLLEGE DISTRICT
PROJECT FOLLOW-THROUGH
SEPTEMBER, 1969
SECTION IV
GENERAL SYSTEM PROCEDURE - -
FLOWCHART

I. INSTRUCTOR FILE

A. BUILD INSTRUCTOR RECORDS

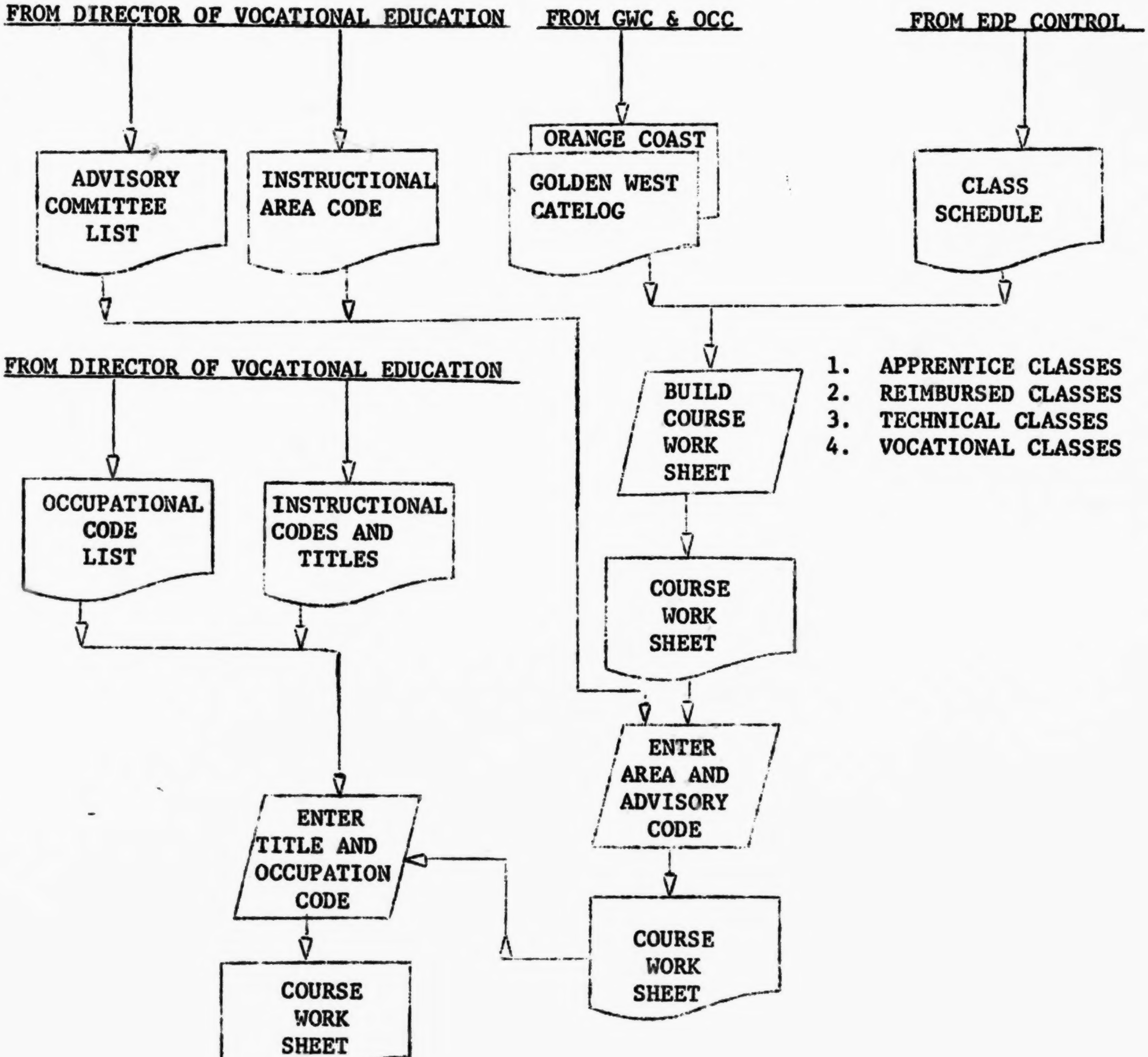

FROM EVENING COLLEGE AND SUPERINTENDENT'S OFFICE
SALARY SCHEDULE
CREDENTIAL LIST
FROM EDP CONTROL
INSTRUCTOR LISTING
CREATE WORK SHEET
WORK SHEET
INSTRUCTOR LISTING
FILE
ENTER CREDENTIAL ON WORK SHEET
WORK SHEET
ENTER SALARY & HOURLY RATE
WORK SHEET
1

B. KEYPUNCH, SORT AND CREATE AN INDEX SEQUENTIAL INSTRUCTOR FILE

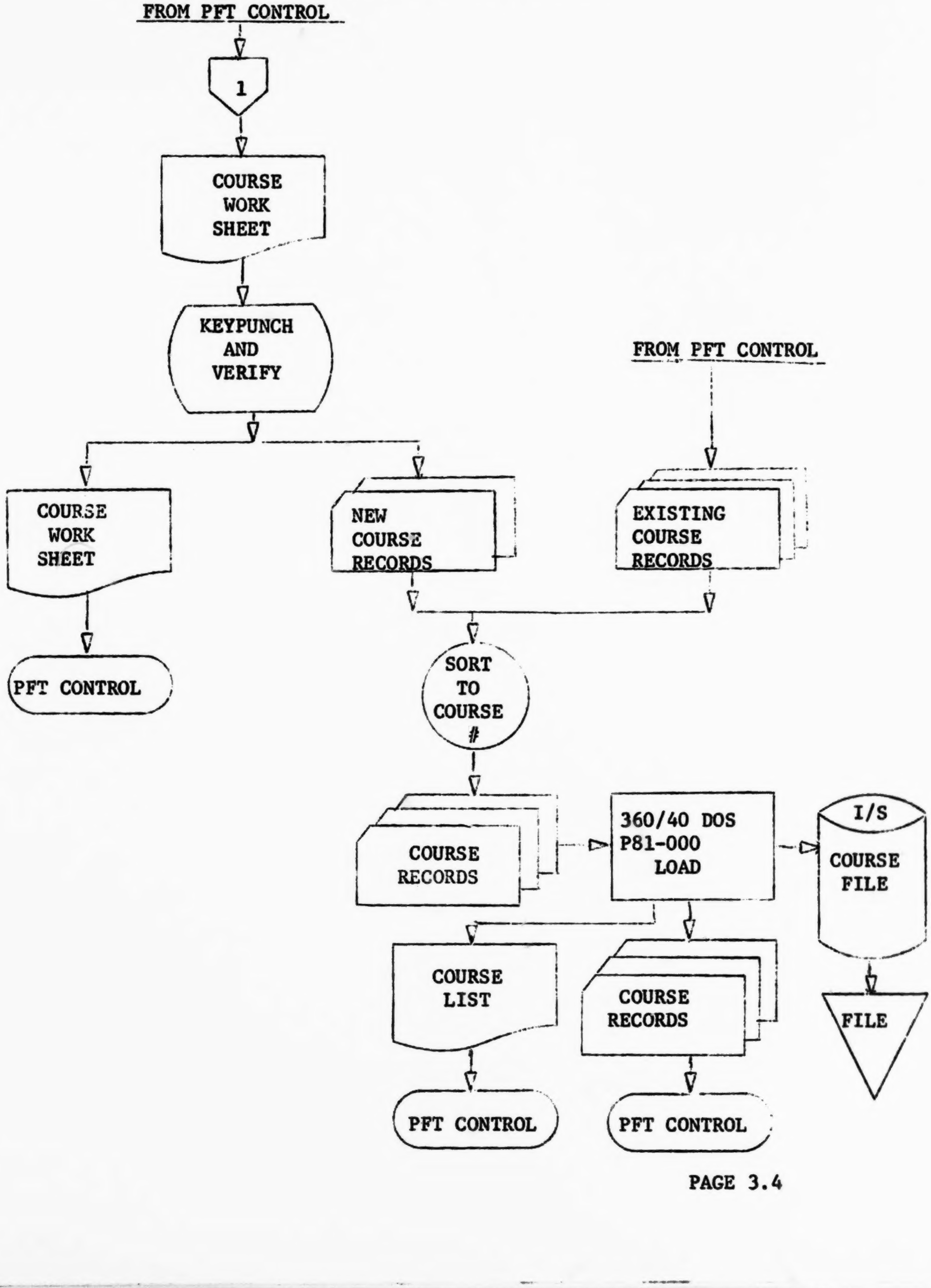

FROM PFT CONTROL
1
INSTRUCTOR WORK SHEET
KEYPUNCH - VERIFY
INSTRUCTOR WORK SHEET
INSTRUCTOR RECORD
SORT TO CODE #
INSTRUCTOR RECORD
PFT CENTRAL
360/40 DOS P81-002 CREATE
INSTRUCTOR RECORD
I/S
INSTRUCTOR FILE
PFT CENTRAL
FILE

II. COURSE RECORD

A. BUILD NEW COURSE RECORDS

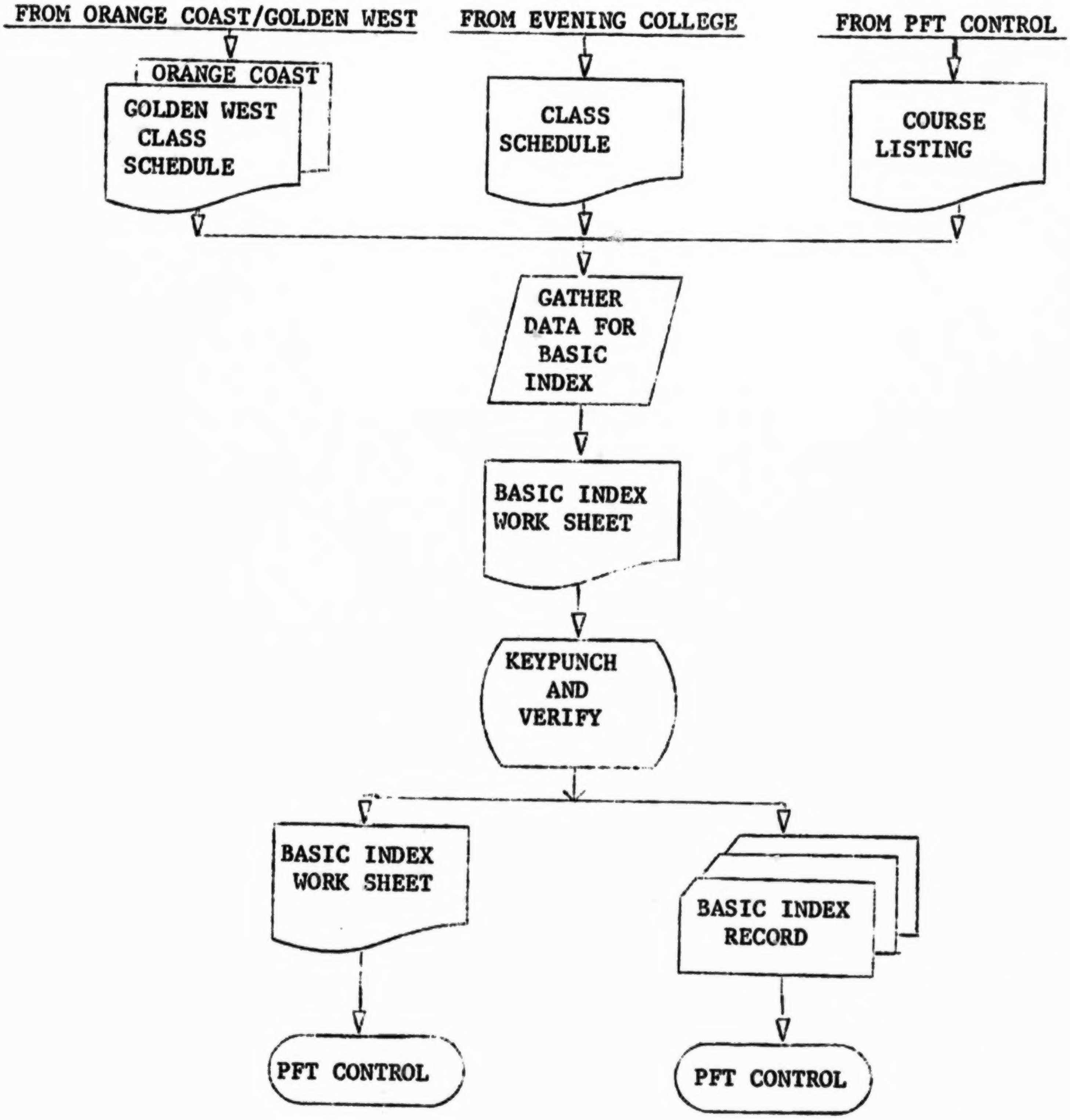

FROM DIRECTOR OF VOCATIONAL EDUCATION
FROM GWC & OCC
FROM EDP CONTROL
ADVISORY COMMITTEE LIST
INSTRUCTIONAL AREA CODE
ORANGE COAST
GOLDEN WEST CATELOG
CLASS SCHEDULE
FROM DIRECTOR OF VOCATIONAL EDUCATION
BUILD COURSE WORK SHEET
1. APPRENTICE CLASSES
2. REIMBURSED CLASSES
3. TECHNICAL CLASSES
4. VOCATIONAL CLASSES
OCCUPATIONAL CODE LIST
INSTRUCTIONAL CODES AND TITLES
COURSE WORK SHEET
ENTER AREA AND ADVISORY CODE
ENTER TITLE AND OCCUPATION CODE
COURSE WORK SHEET
COURSE WORK SHEET
1

B. KEYPUNCH, VERIFY, MERGE WITH EXISTING COURSE RECORDS AND CREATE AN INDEX SEQUENTIAL COURSE FILE


FROM PFT CONTROL
1
COURSE WORK SHEET
KEYPUNCH AND VERIFY
FROM PFT CONTROL
COURSE WORK SHEET
NEW COURSE RECORDS
EXISTING COURSE RECORDS
PFT CONTROL
SORT TO COURSE #
COURSE RECORDS
360/40 DOS P81-000 LOAD
I/S COURSE FILE
COURSE LIST
COURSE RECORDS
FILE
PFT CONTROL
PFT CONTROL

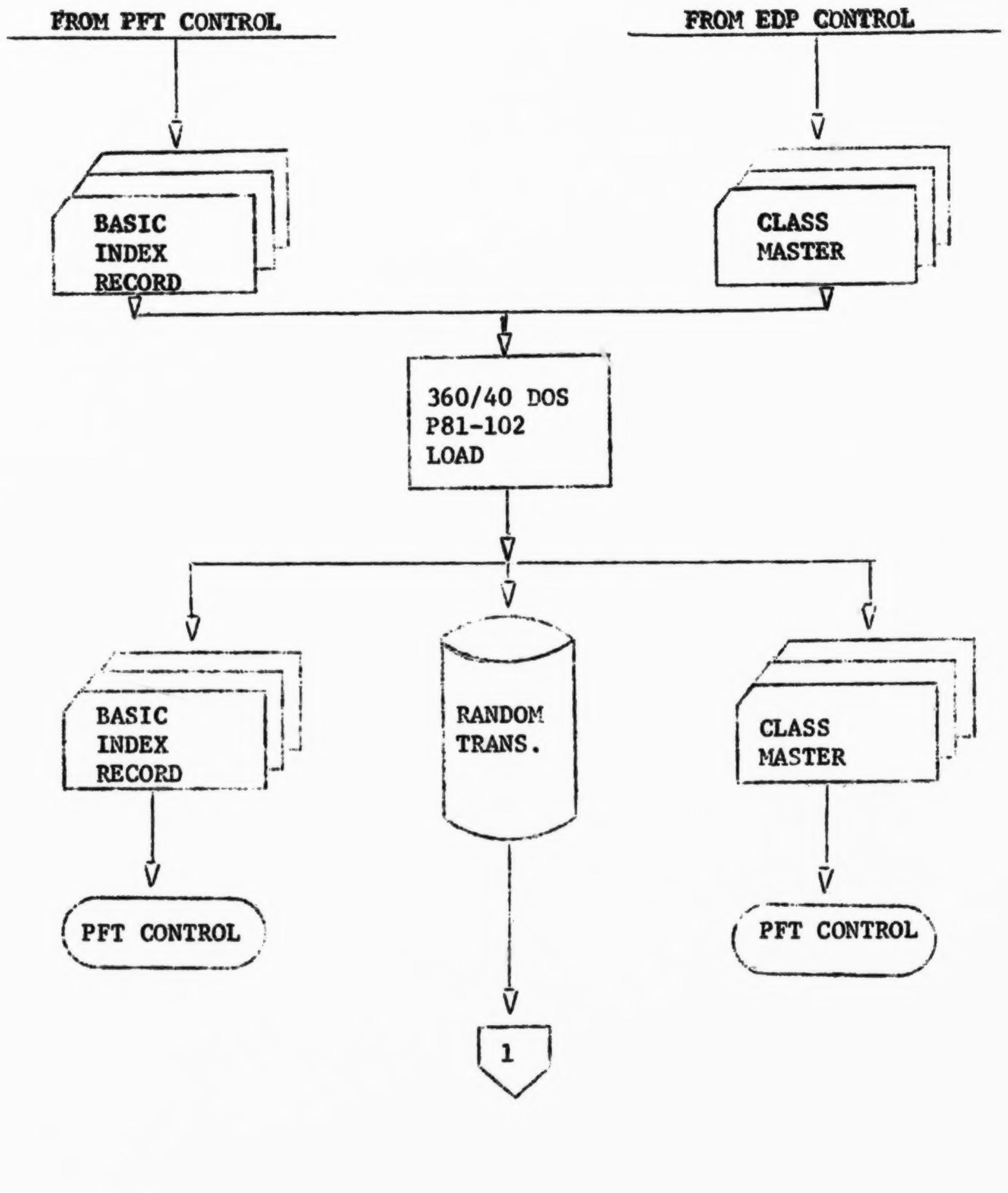
III. BASIC INDEX RECORD

A. BUILD BASIC INDEX RECORD

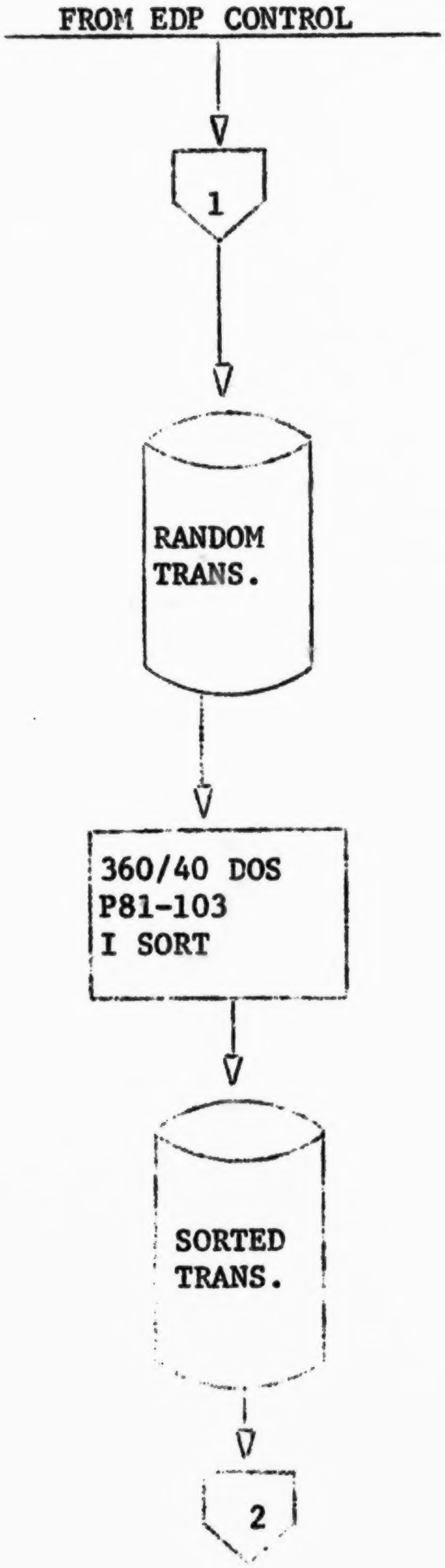

FROM ORANGE COAST/GOLDEN WEST
FROM EVENING COLLEGE
FROM PFT CONTROL
ORANGE COAST
GOLDEN WEST CLASS SCHEDULE
CLASS SCHEDULE
COURSE LISTING
GATHER DATA FOR BASIC INDEX
BASIC INDEX WORK SHEET
KEYPUNCH AND VERIFY
BASIC INDEX WORK SHEET
BASIC INDEX RECORD
PFT CONTROL
PFT CONTROL

IV. CREATE PROJECT FOLLOW-THROUGH CLASS SCHEDULE

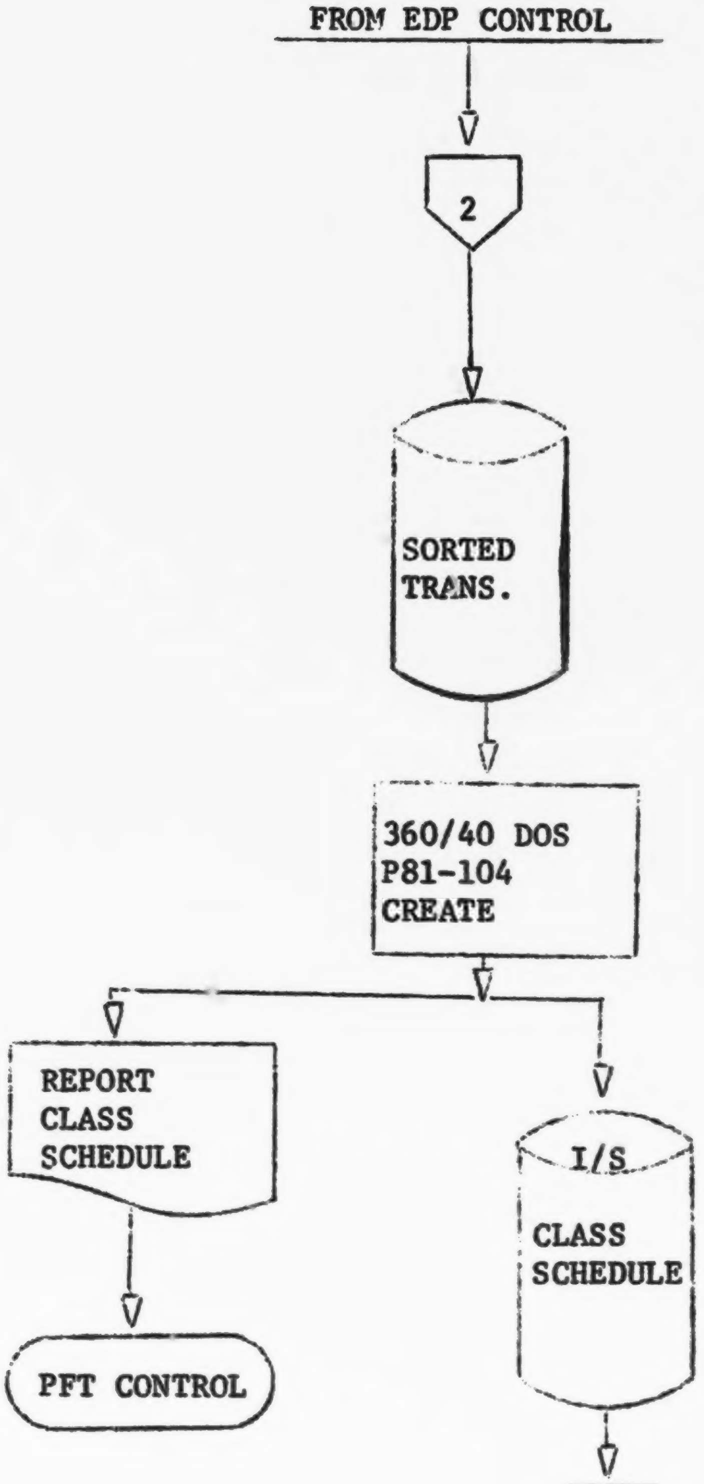
A. BUILD SEQUENTIAL TRANSACTION FILE


FROM PFT CONTROL
FROM EDP CONTROL
BASIC INDEX RECORD
CLASS MASTER
360/40 DOS P81-102 LOAD
BASIC INDEX RECORD
RANDOM TRANS.
CLASS MASTER
PFT CONTROL
PFT CONTROL
1

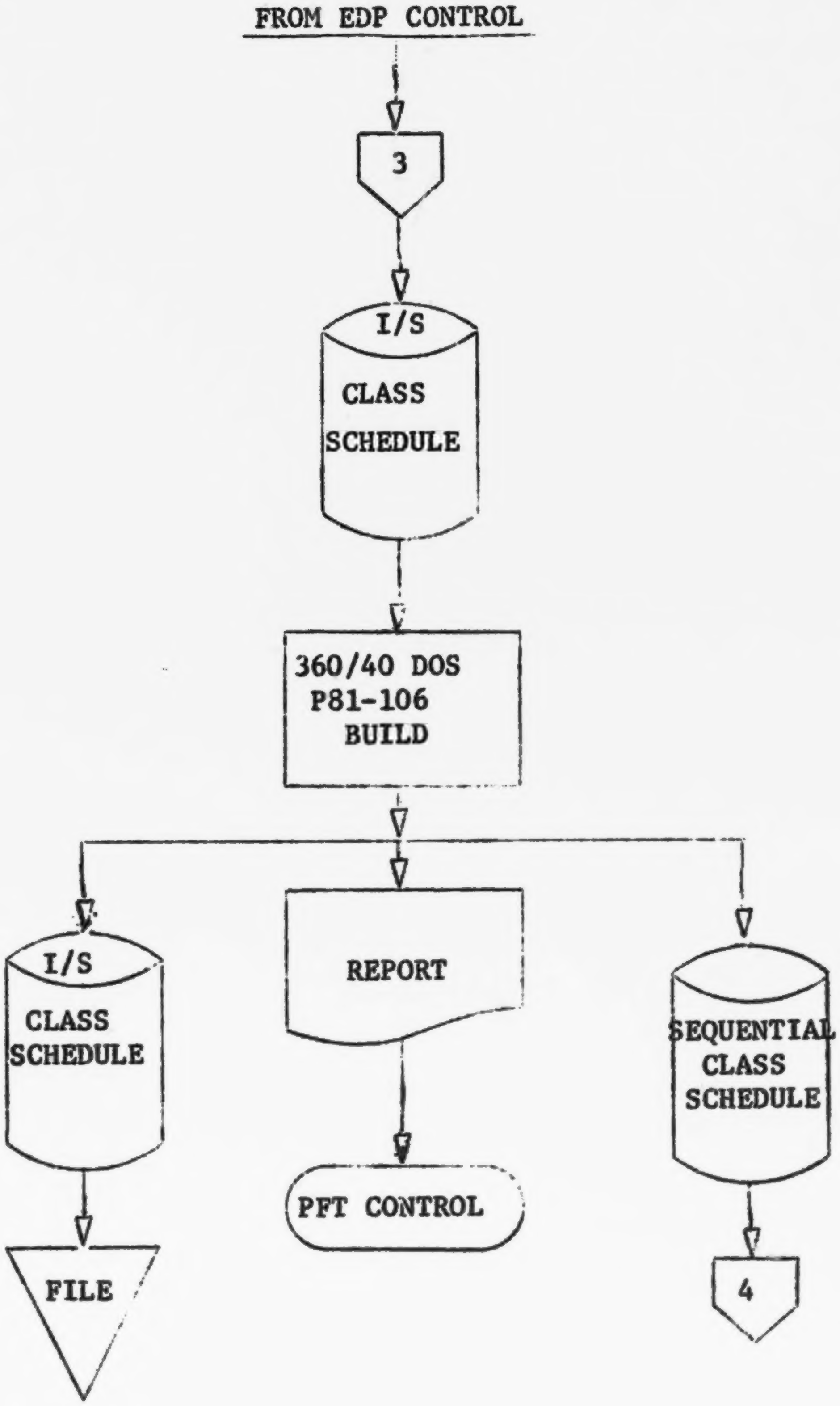
B. SORT BASIC INDEX/CLASS MASTER TRANSACTION FILE TO TICKET NUMBER SEQUENCE


FROM EDP CONTROL
1
RANDOM
TRANS.
360/40 DOS
P81-103
I SORT
SORTED
TRANS.
2

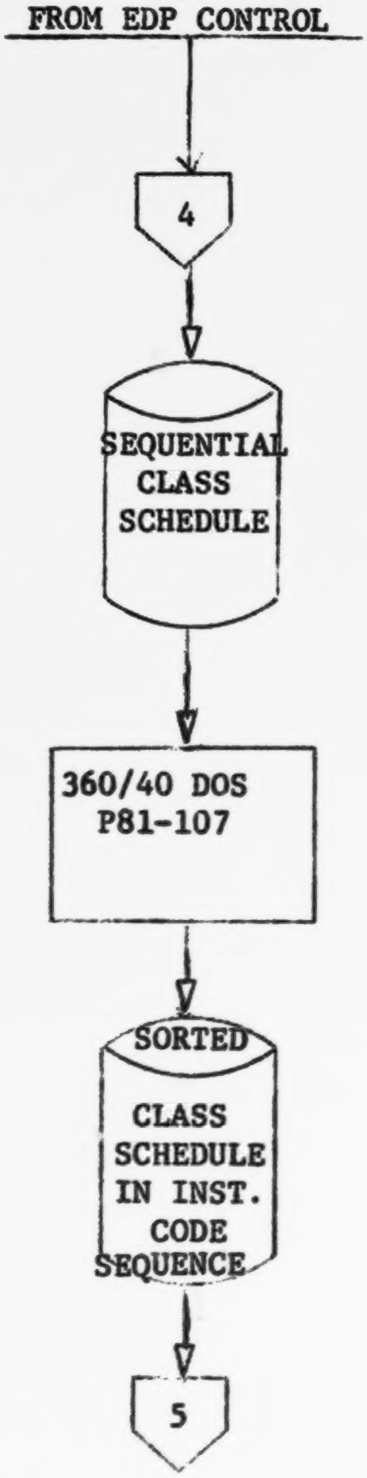
C. CREATE INDEX SEQUENTIAL CLASS SCHEDULE


FROM EDP CONTROL
2
SORTED TRANS.
360/40 DOS
P81-104
CREATE
REPORT
CLASS
SCHEDULE
PFT CONTROL
I/S
CLASS
SCHEDULE
3

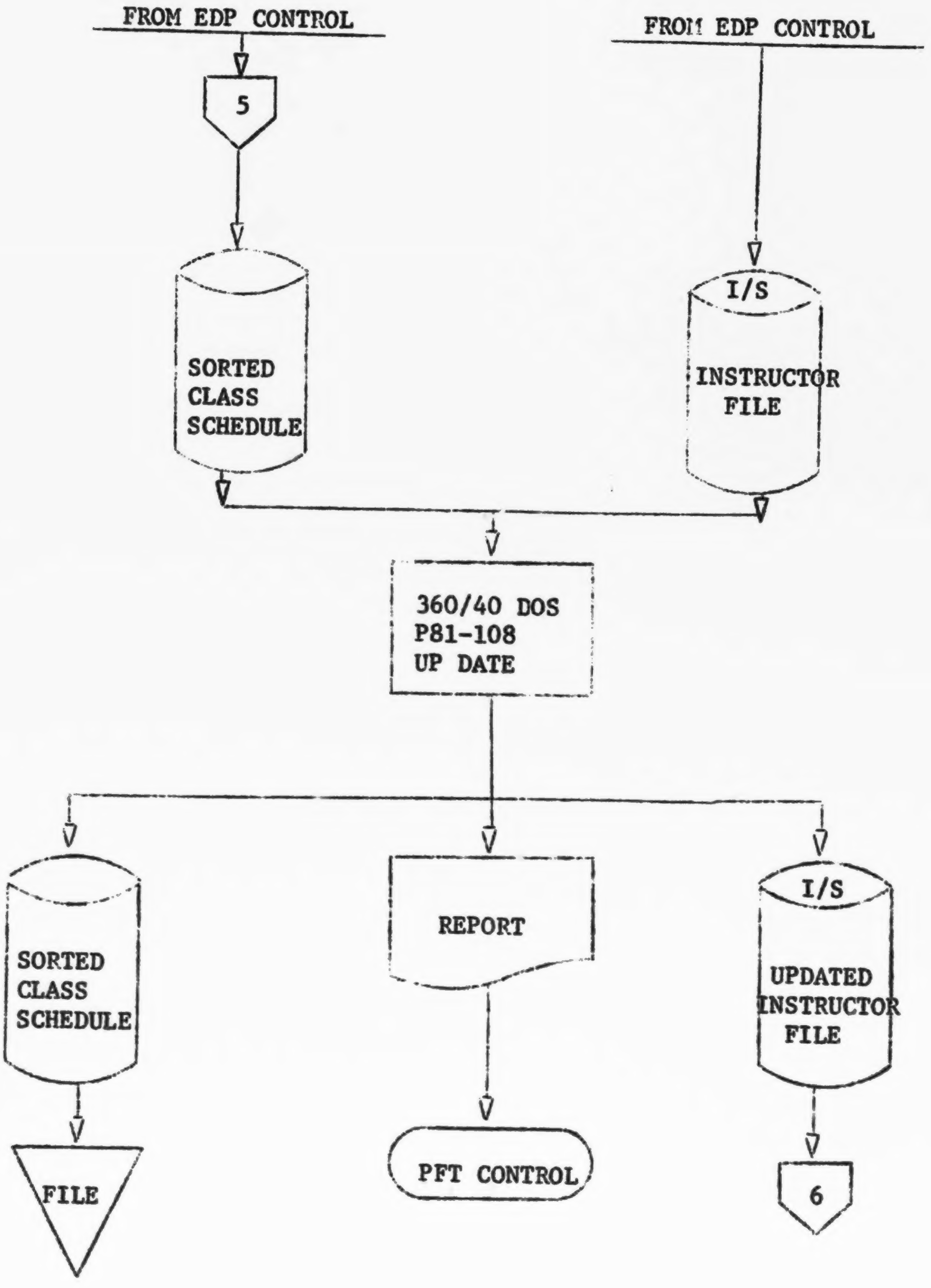
D. BUILD A SEQUENTIAL CLASS SCHEDULE


FROM EDP CONTROL
3
I/S
CLASS SCHEDULE
360/40 DOS
P81-106
BUILD
I/S
CLASS SCHEDULE
REPORT
SEQUENTIAL CLASS SCHEDULE
PFT CONTROL
FILE
4

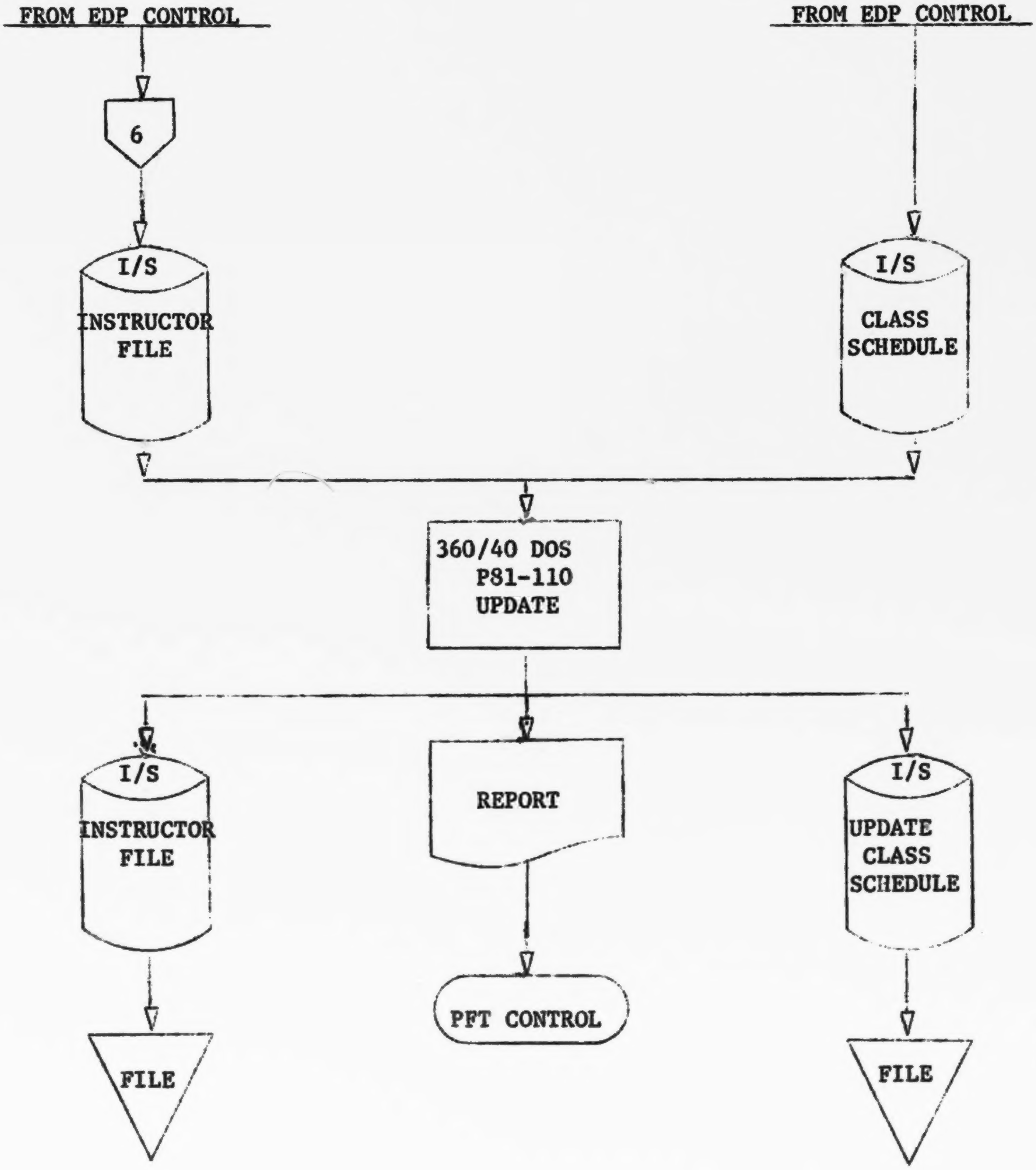
E. SORT CLASS SCHEDULE TO INSTRUCTOR CODE SEQUENCE


FROM EDP CONTROL
4
SEQUENTIAL CLASS SCHEDULE
360/40 DOS
P81-107
SORTED
CLASS SCHEDULE IN INST. CODE SEQUENCE
5

F. UPDATE INSTRUCTOR FILE WITH UNIT LOAD


FROM EDP CONTROL
5
SORTED CLASS SCHEDULE
FROM EDP CONTROL
I/S
INSTRUCTOR FILE
360/40 DOS
P81-108
UP DATE
SORTED CLASS SCHEDULE
FILE
REPORT
PFT CONTROL
I/S
UPDATED INSTRUCTOR FILE
6

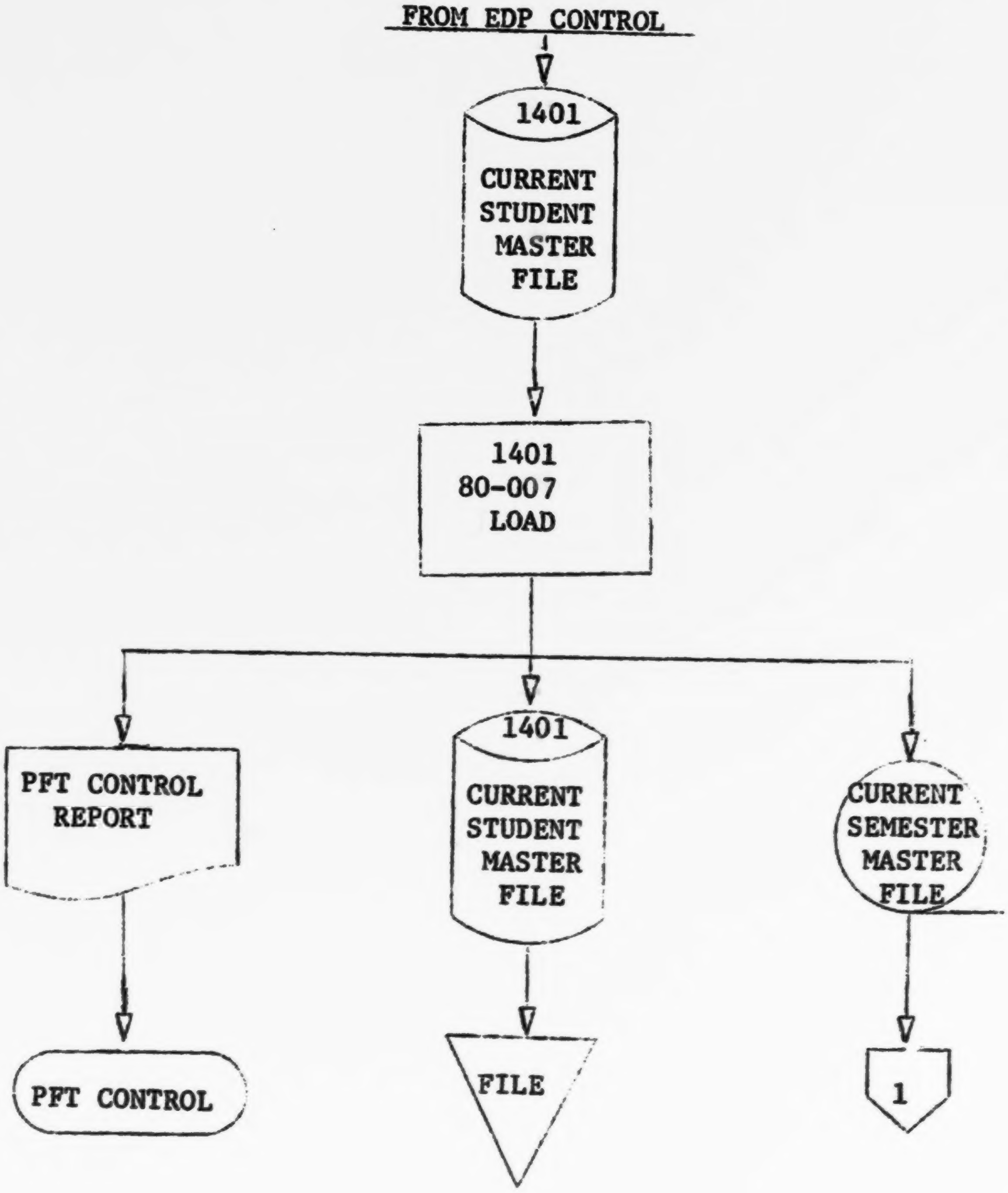
G. CALCULATE SECTION COST AND UPDATE CLASS SCHEDULE


FROM EDP CONTROL
FROM EDP CONTROL
6
I/S
INSTRUCTOR FILE
I/S
CLASS SCHEDULE
360/40 DOS
P81-110
UPDATE
I/S
INSTRUCTOR FILE
REPORT
I/S
UPDATE CLASS SCHEDULE
PFT CONTROL
FILE
FILE

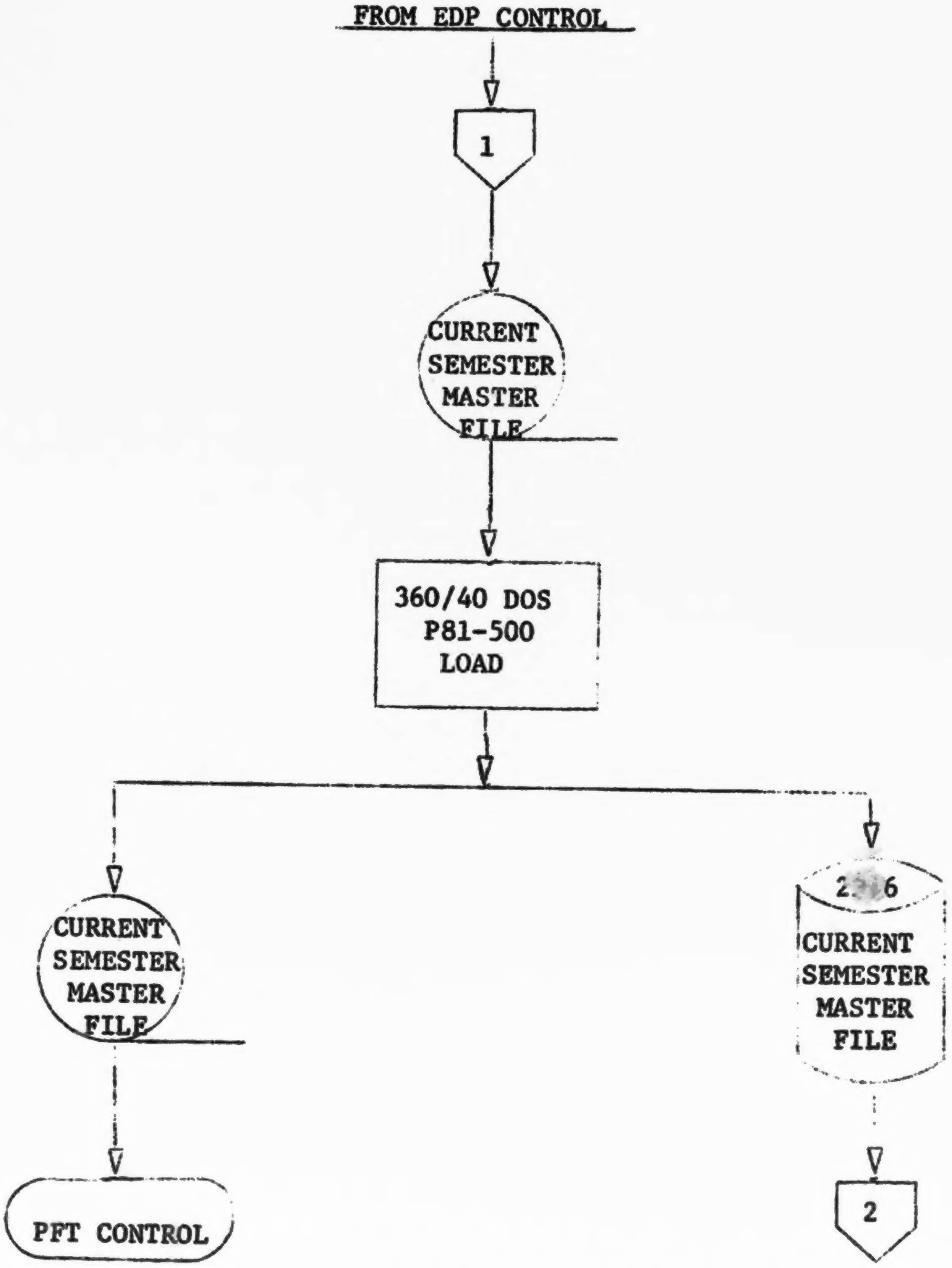
ORANGE COAST JUNIOR COLLEGE DISTRICT
PROJECT FOLLOW-THROUGH
SEPTEMBER, 1969
SECTION III
GENERAL SYSTEM PROCEDURE - -
FLOWCHART

V. CONVERSION (IBM 1401 TO IBM SYSTEM 360/40)

A. MASTER FILE

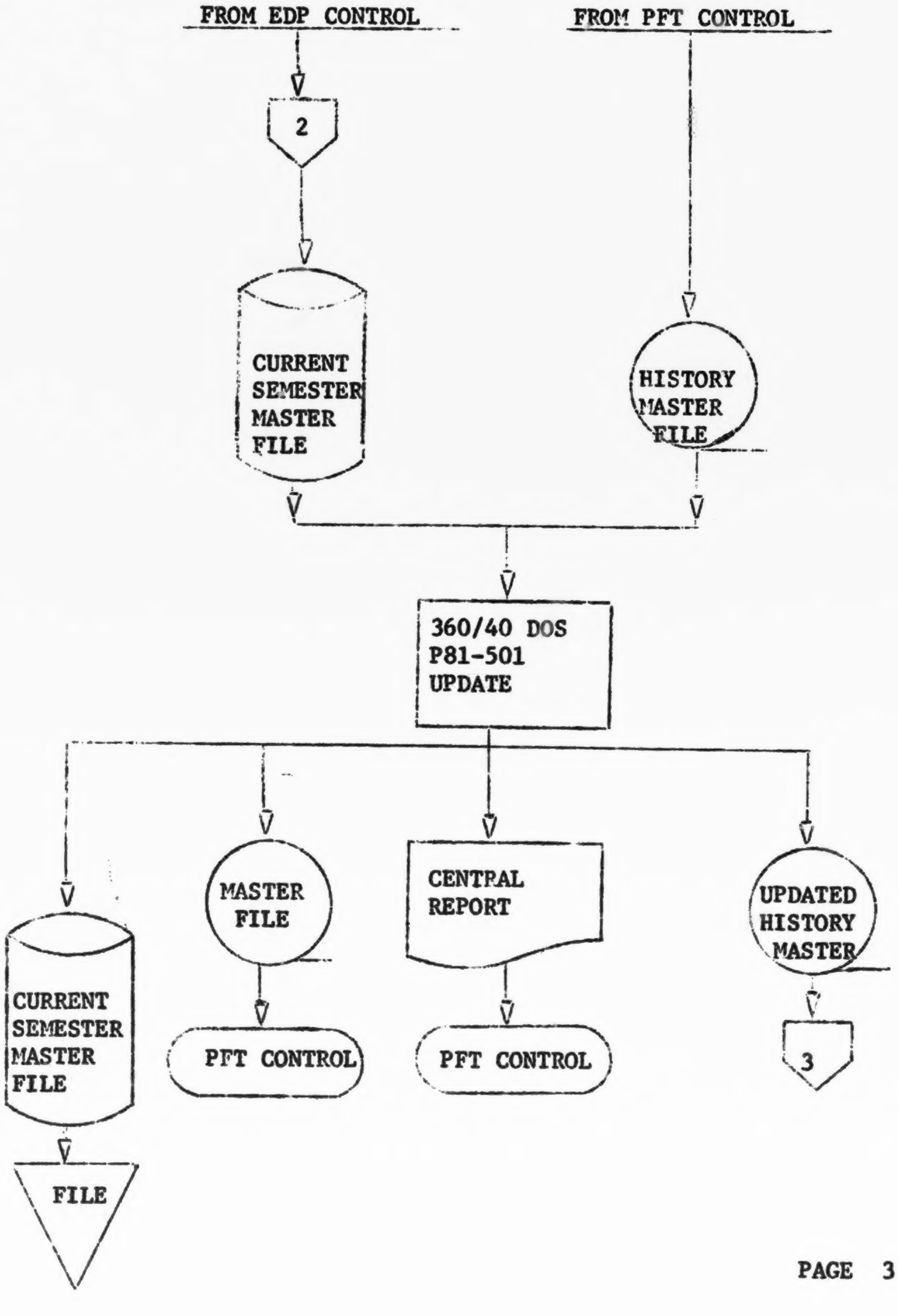

FROM EDP CONTROL
1401
CURRENT STUDENT MASTER FILE
1401
80-007
LOAD
PFT CONTROL REPORT
1401
CURRENT STUDENT MASTER FILE
CURRENT SEMESTER MASTER FILE
PFT CONTROL
FILE
1

B. LOAD CURRENT SEMESTER MASTER FILE (IBM 1401 TAPE) TO IBM SYSTEM 360/40 DISK PACK

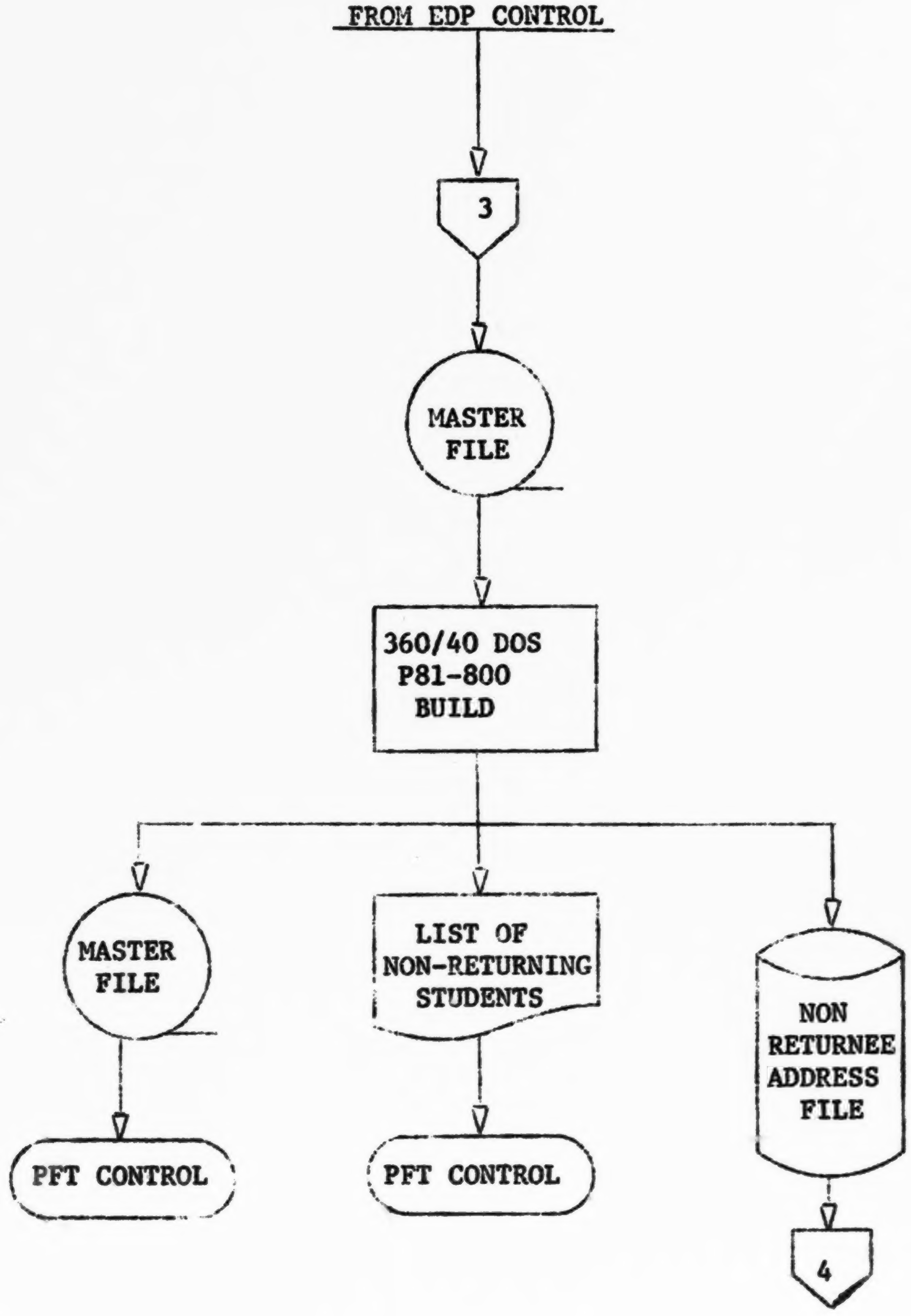

FROM EDP CONTROL
1
CURRENT SEMESTER MASTER FILE
360/40 DOS
P81-500
LOAD
CURRENT SEMESTER MASTER FILE
2316
CURRENT SEMESTER MASTER FILE
PFT CONTROL
2

VI. UPDATE MASTER WITH FOLLOW-UP INFORMATION

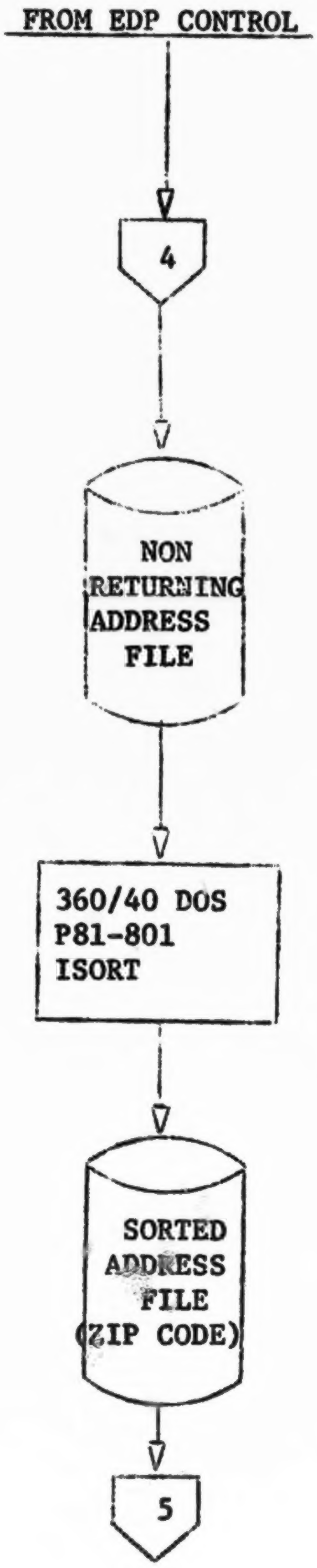
A. UPDATE HISTORY FILE WITH CURRENT SEMESTER


FROM EDP CONTROL
FROM PFT CONTROL
2
CURRENT SEMESTER MASTER FILE
HISTORY MASTER FILE
360/40 DOS P81-501 UPDATE
CURRENT SEMESTER MASTER FILE
MASTER FILE
CENTRAL REPORT
UPDATED HISTORY MASTER
PFT CONTROL
PFT CONTROL
3
FILE

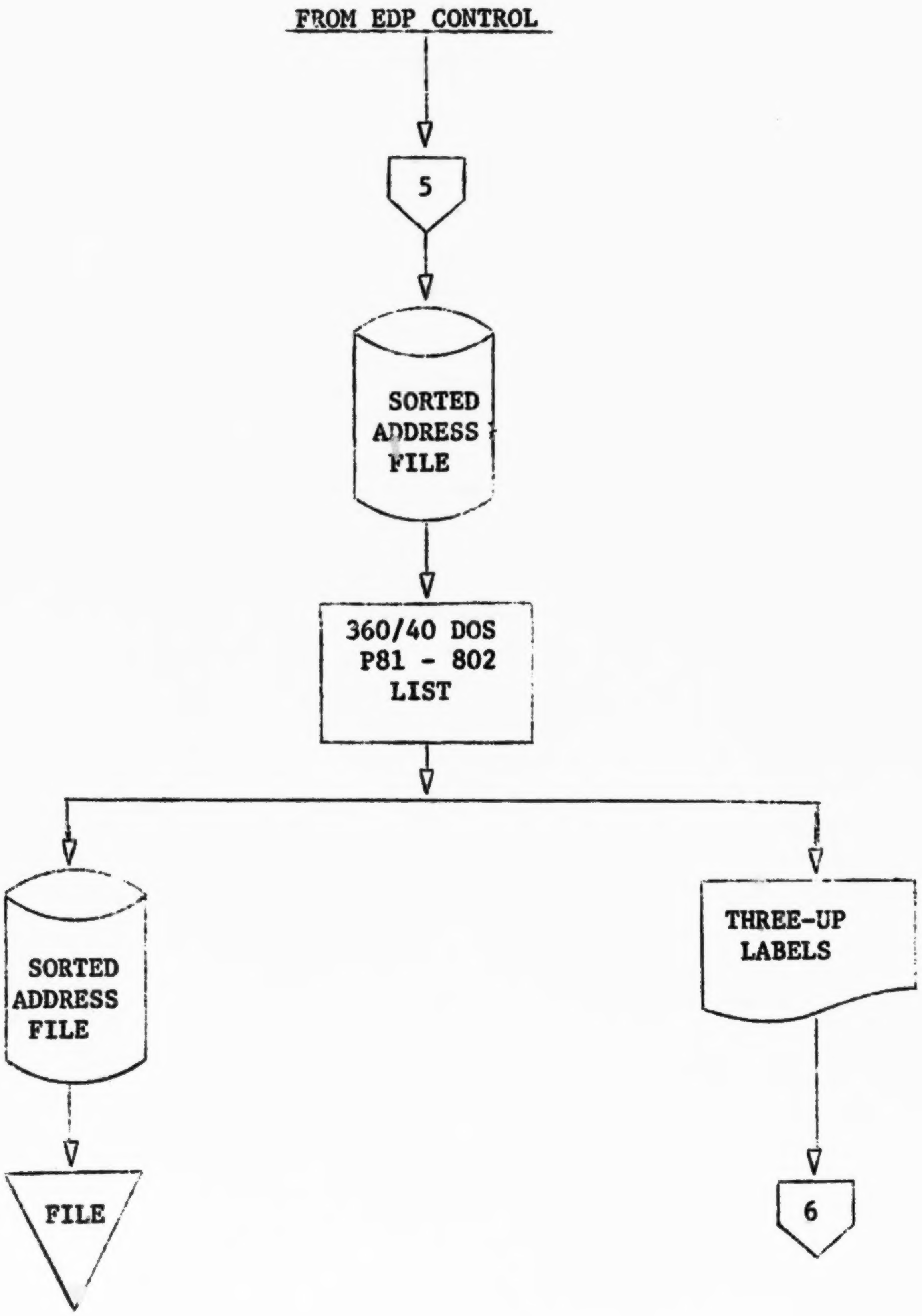
B. BUILD AN ADDRESS FILE FOR NON-RETURNING STUDENTS


FROM EDP CONTROL
3
MASTER FILE
360/40 DOS
P81-800
BUILD
MASTER FILE
LIST OF NON-RETURNING STUDENTS
NON RETURNEE ADDRESS FILE
PFT CONTROL
PFT CONTROL
4

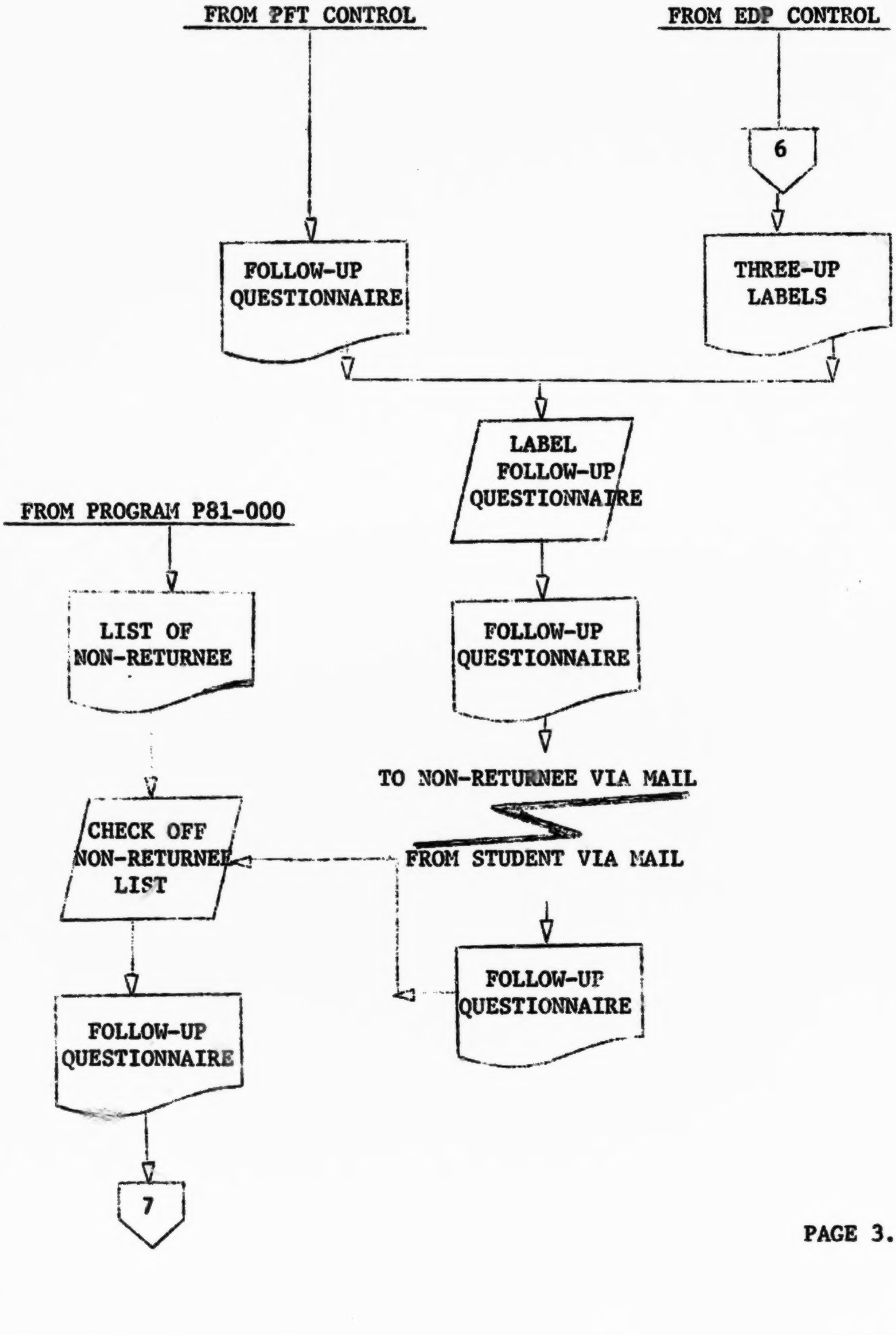
C. SORT ADDRESS FILE TO ZIP CODE SEQUENCE


FROM EDP CONTROL
4
NON RETURNING ADDRESS FILE
360/40 DOS
P81-801
ISORT
SORTED ADDRESS FILE (ZIP CODE)
5

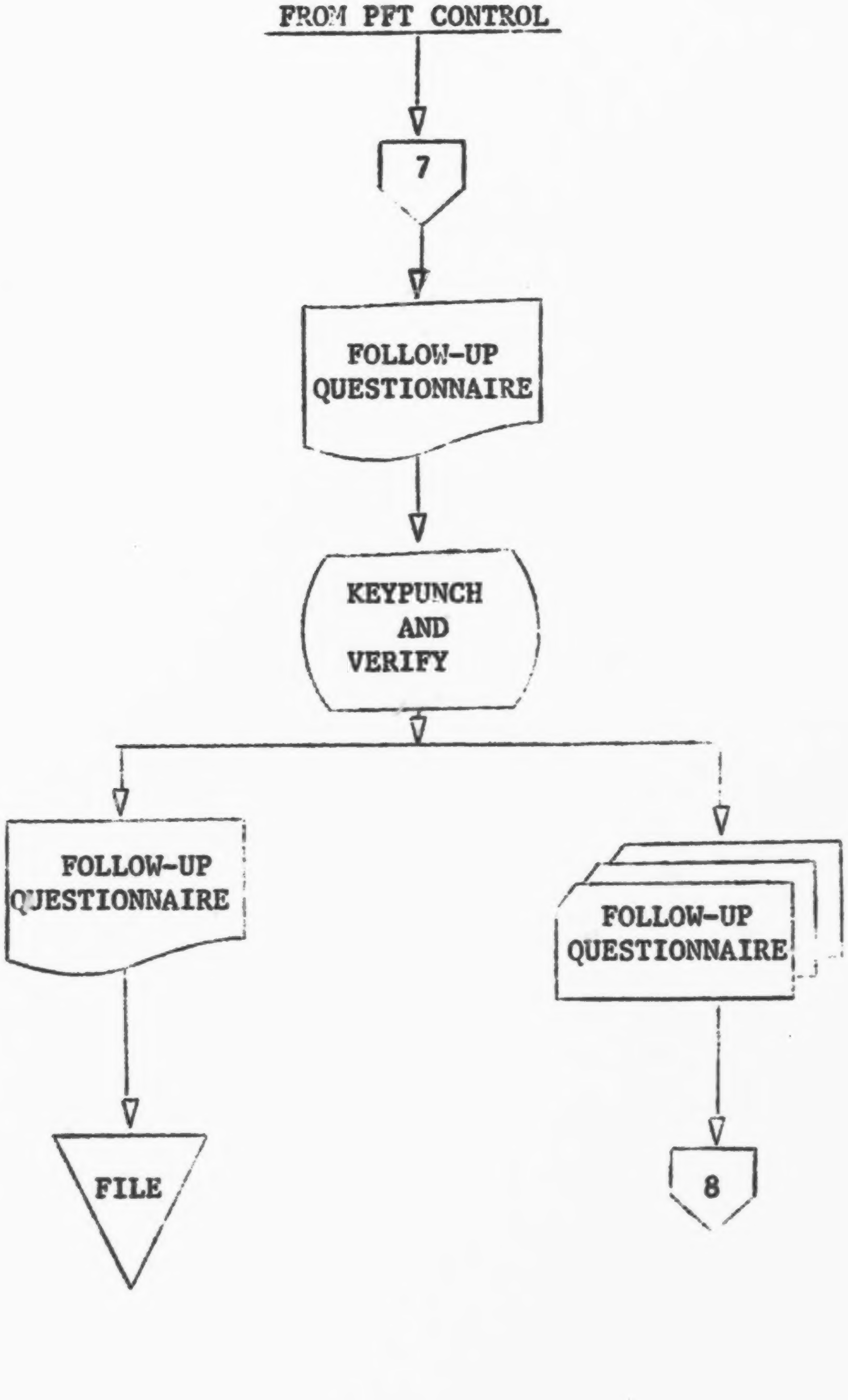
D. PRODUCE THREE-UP LABELS FOR NON-RETURNING STUDENTS


FROM EDP CONTROL
5
SORTED ADDRESS FILE
360/40 DOS
P81 - 802
LIST
SORTED ADDRESS FILE
THREE-UP LABELS
FILE
6

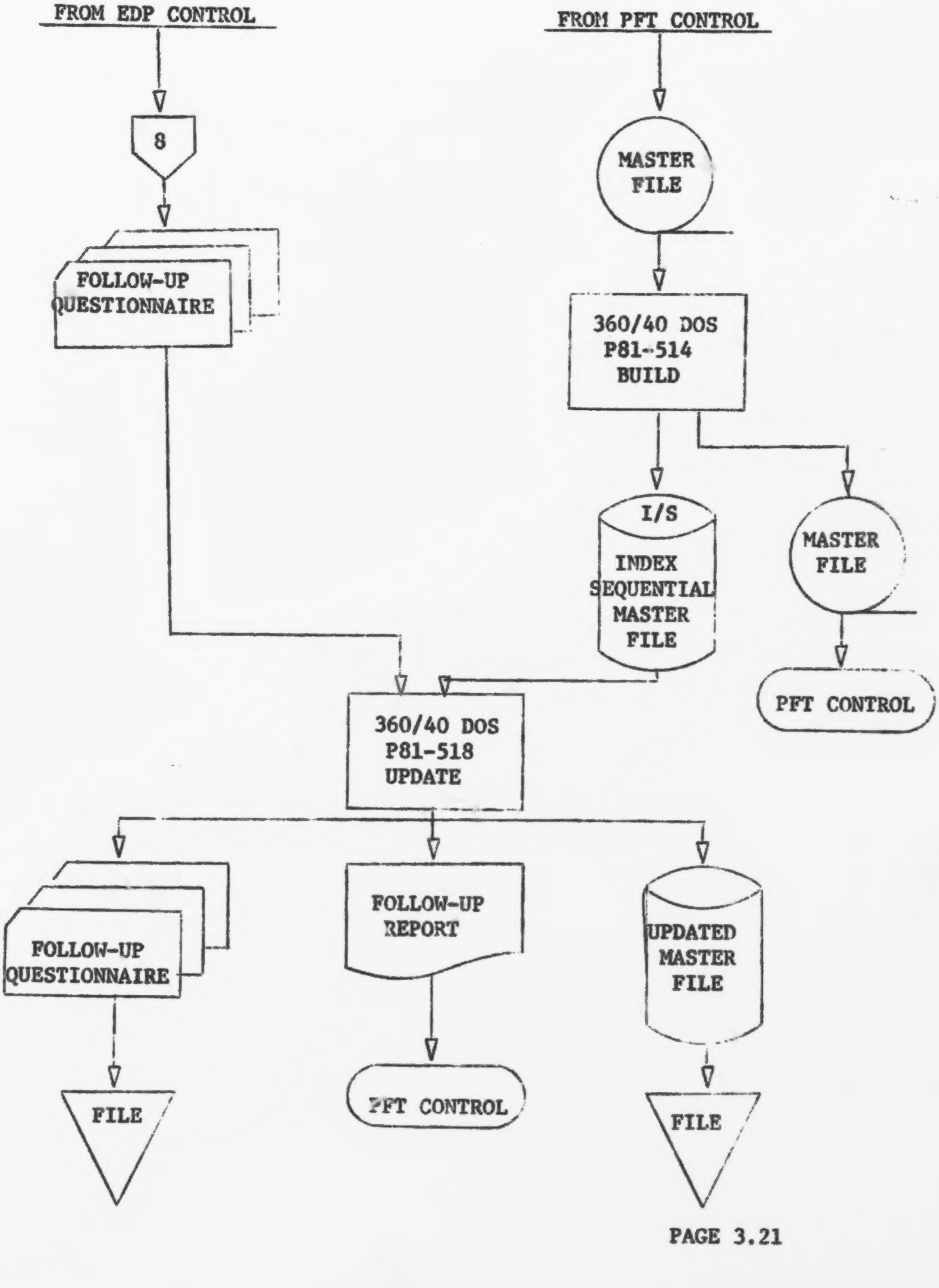
E. APPLY THREE-UP LABELS TO FOLLOW-UP QUESTIONNAIRES


FROM PFT CONTROL
FROM EDP CONTROL
6
FOLLOW-UP QUESTIONNAIRE
THREE-UP LABELS
LABEL FOLLOW-UP QUESTIONNAIRE
FROM PROGRAM P81-000
LIST OF NON-RETURNEE
FOLLOW-UP QUESTIONNAIRE
TO NON-RETURNEE VIA MAIL
FROM STUDENT VIA MAIL
CHECK OFF NON-RETURNEE LIST
FOLLOW-UP QUESTIONNAIRE
FOLLOW-UP QUESTIONNAIRE
7

F. KEYPUNCH AND VERIFY FOLLOW-UP QUESTIONNAIRES

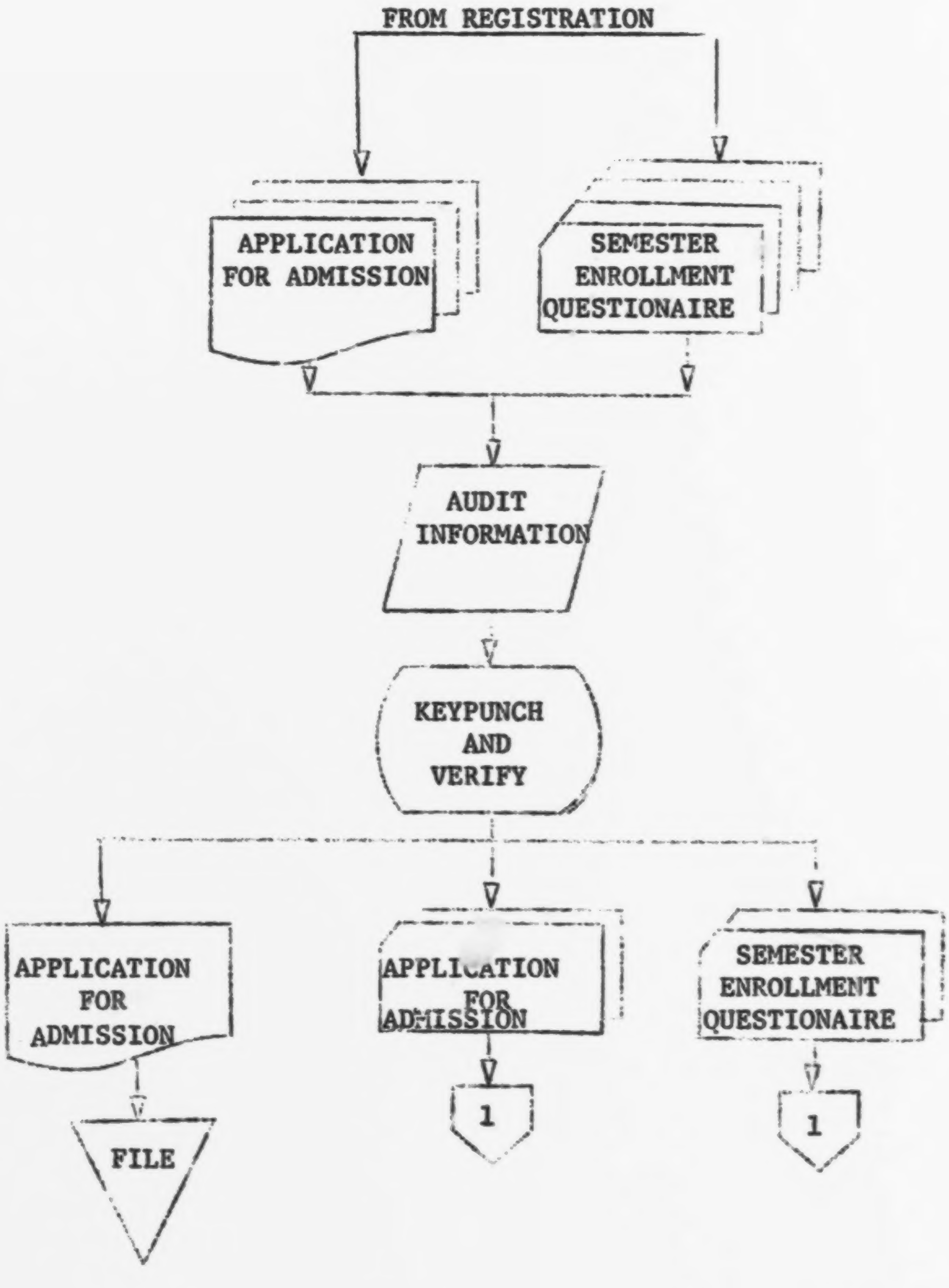

FROM PFT CONTROL
7
FOLLOW-UP QUESTIONNAIRE
KEYPUNCH AND VERIFY
FOLLOW-UP QUESTIONNAIRE
FOLLOW-UP QUESTIONNAIRE
FILE
8

G. UPDATE MASTER FILE WITH FOLLOW-UP QUESTIONNAIRE

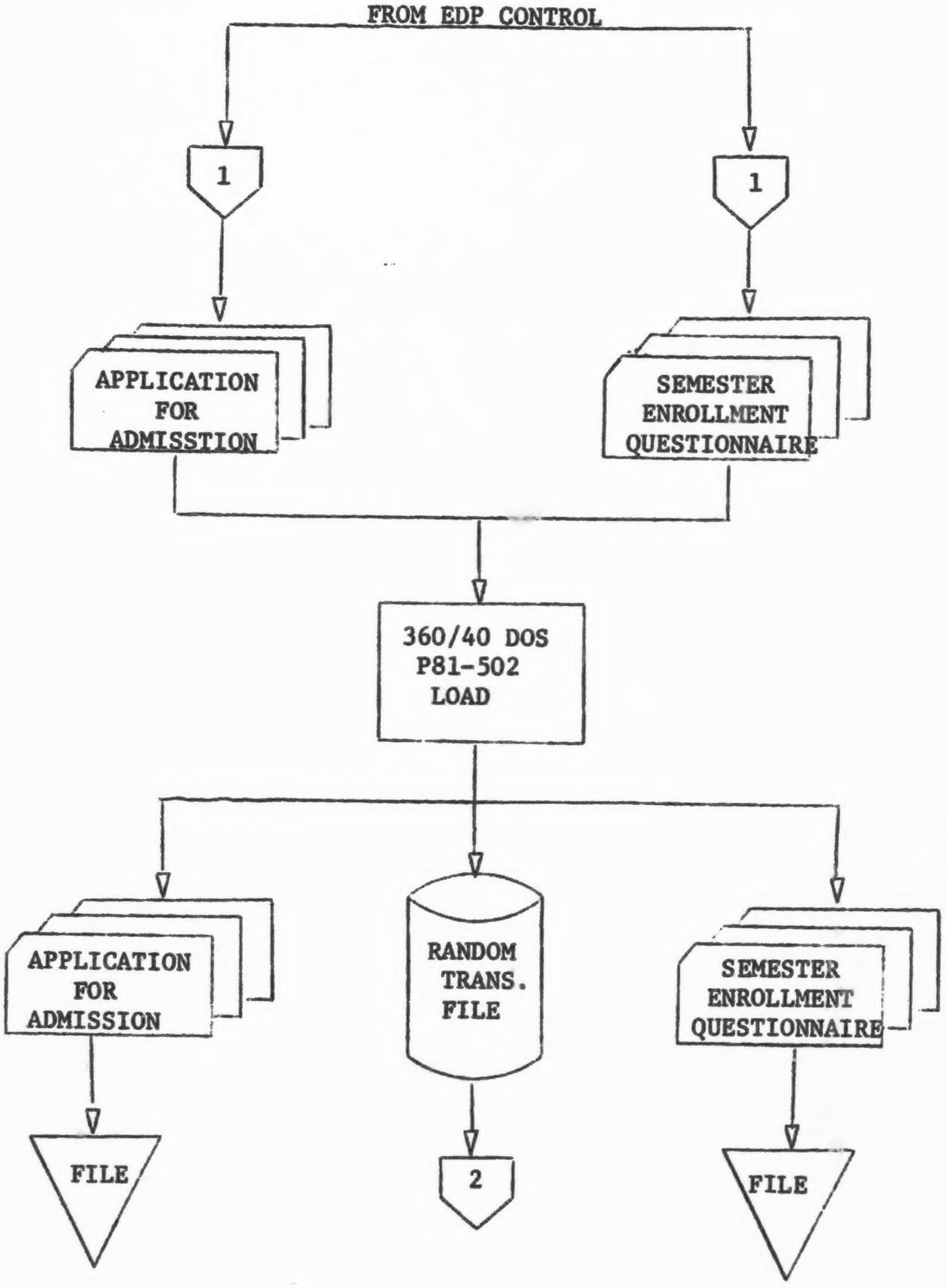

FROM EDP CONTROL
FROM PFT CONTROL
8
MASTER FILE
FOLLOW-UP QUESTIONNAIRE
360/40 DOS P81-514 BUILD
I/S INDEX SEQUENTIAL MASTER FILE
MASTER FILE
PFT CONTROL
360/40 DOS P81-518 UPDATE
FOLLOW-UP QUESTIONNAIRE
FOLLOW-UP REPORT
UPDATED MASTER FILE
FILE
PFT CONTROL
FILE

VII. UPDATE MASTER FILE WITH REGISTRATION DATA

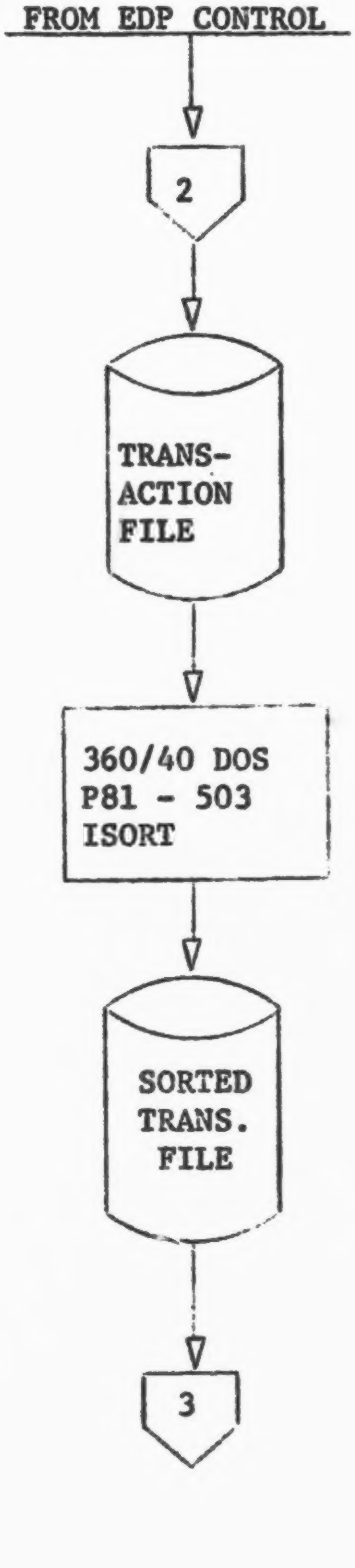
A. GATHER REGISTRATION DATA, KEYPUNCH, AND VERIFY


FROM REGISTRATION
APPLICATION FOR ADMISSION
SEMESTER ENROLLMENT QUESTIONAIRE
AUDIT INFORMATION
KEYPUNCH AND VERIFY
APPLICATION FOR ADMISSION
APPLICATION FOR ADMISSION
SEMESTER ENROLLMENT QUESTIONAIRE
FILE
1
1

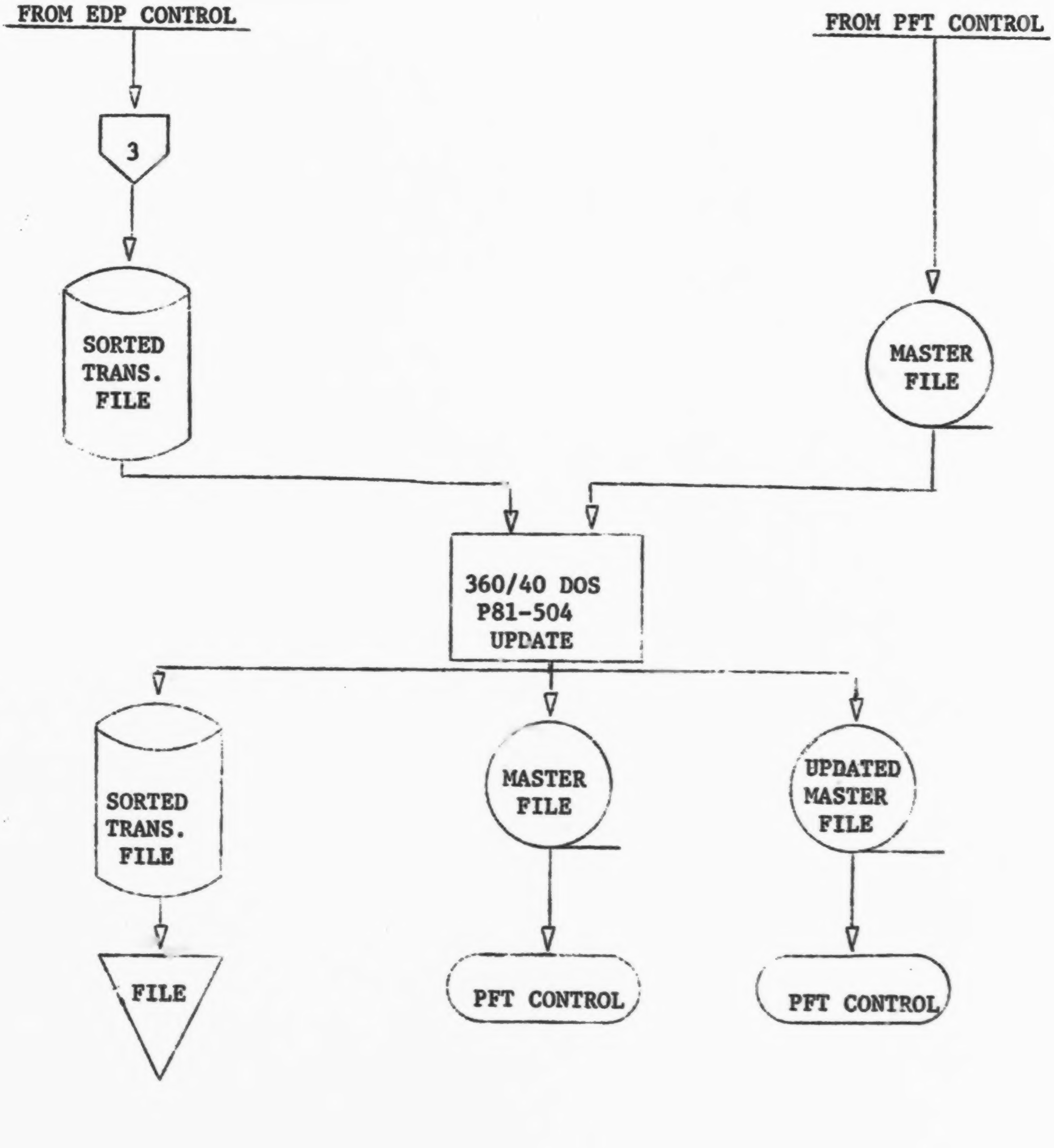
B. LOAD REGISTRATION DATA TO A SEQUENTIAL TRANSACTION FILE


FROM EDP CONTROL
1
1
APPLICATION FOR ADMISSTION
SEMESTER ENROLLMENT QUESTIONNAIRE
360/40 DOS P81-502 LOAD
APPLICATION FOR ADMISSION
RANDOM TRANS. FILE
SEMESTER ENROLLMENT QUESTIONNAIRE
FILE
2
FILE

C. SORT REGISTRATION TRANSACTION FILE

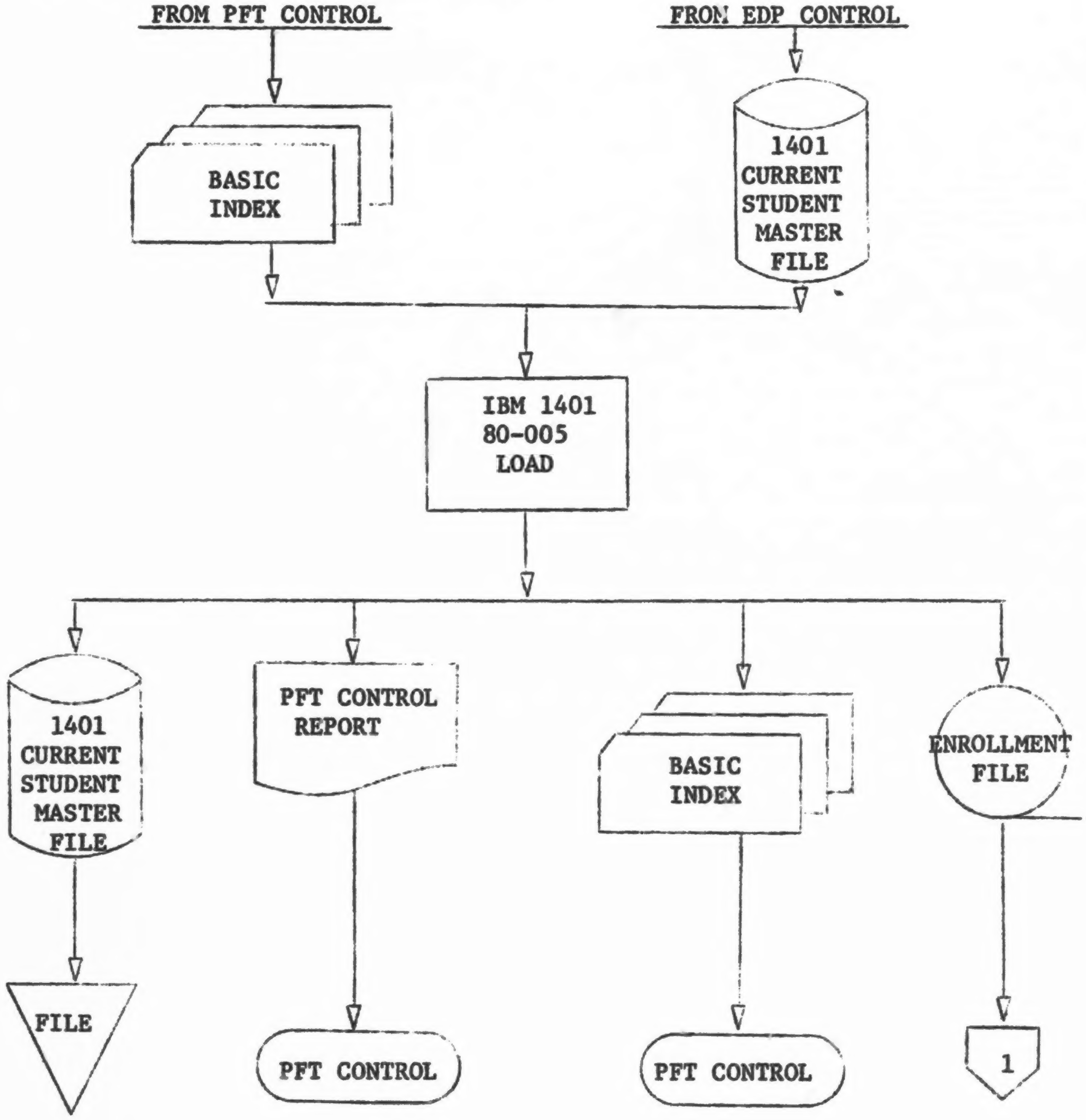

FROM EDP CONTROL
2
TRANS-
ACTION
FILE
360/40 DOS
P81 - 503
ISORT
SORTED
TRANS.
FILE
3

D. UPDATE MASTER FILE WITH REGISTRATION DATA

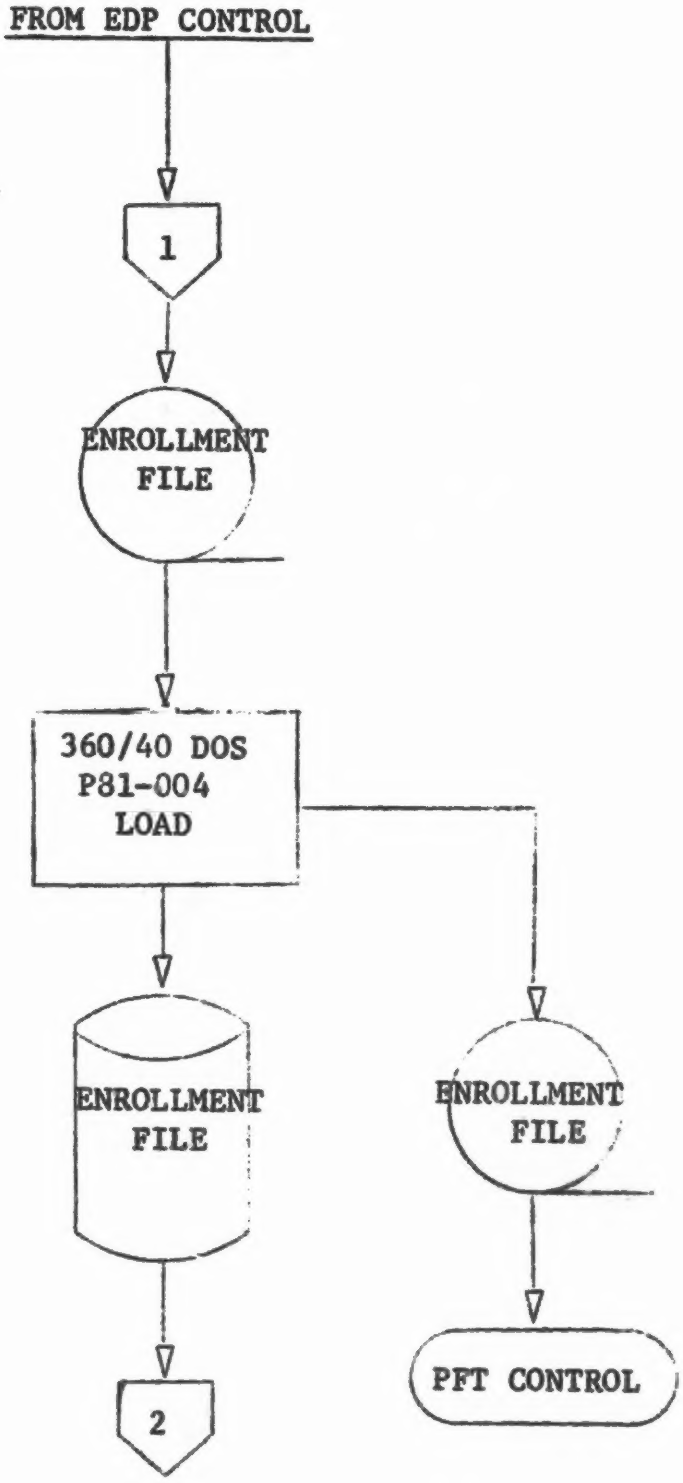

FROM EDP CONTROL
3
SORTED TRANS. FILE
FROM PFT CONTROL
MASTER FILE
360/40 DOS P81-504 UPDATE
SORTED TRANS. FILE
FILE
MASTER FILE
PFT CONTROL
UPDATED MASTER FILE
PFT CONTROL

VIII. ENROLLMENT FILE

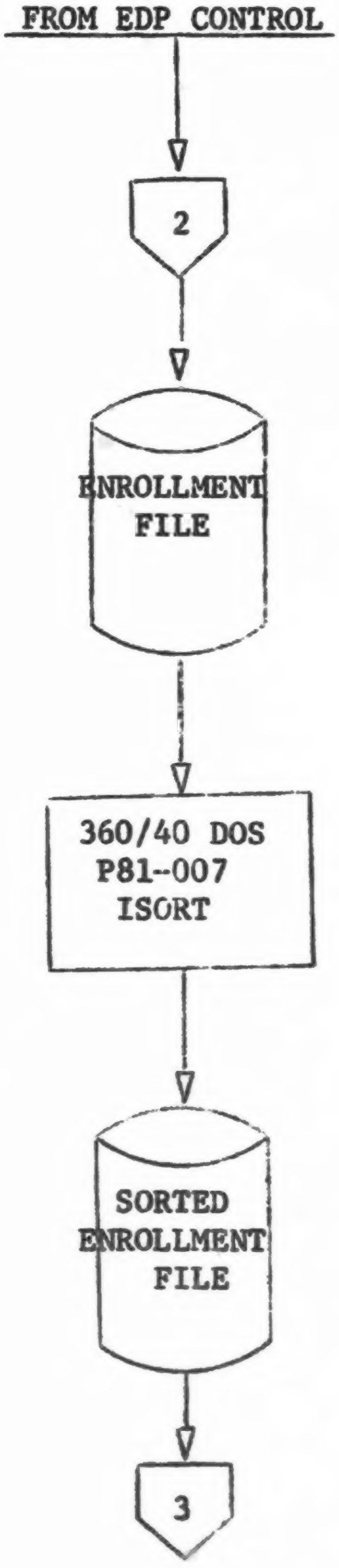
A. BUILD CURRENT ENROLLMENT FILE


FROM PFT CONTROL
FROM EDP CONTROL
BASIC INDEX
1401 CURRENT STUDENT MASTER FILE
IBM 1401 80-005 LOAD
1401 CURRENT STUDENT MASTER FILE
PFT CONTROL REPORT
BASIC INDEX
ENROLLMENT FILE
FILE
PFT CONTROL
PFT CONTROL
1

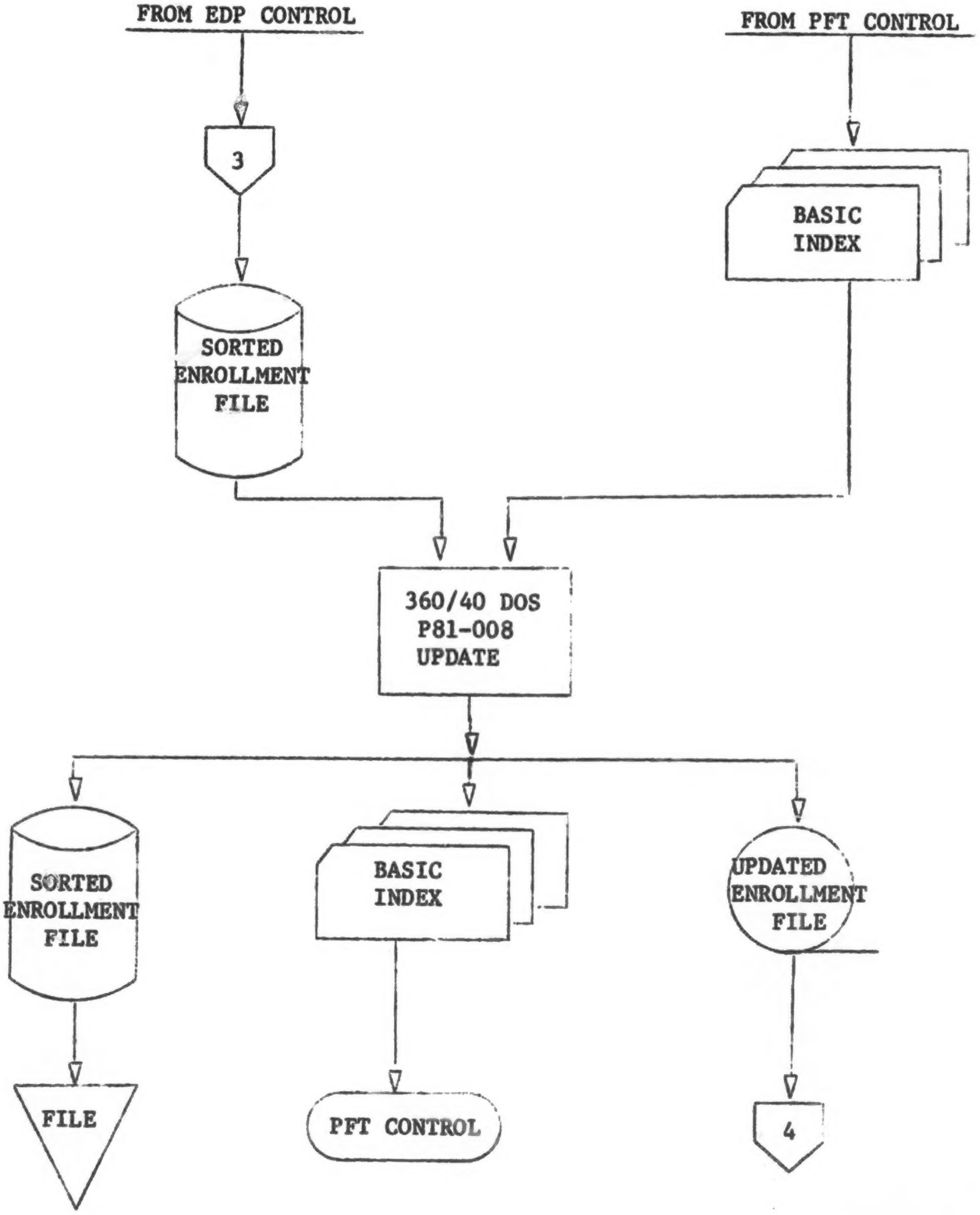
B. LOAD IBM 1401 ENROLLMENT FILE TO SYSTEM 360/40 DISK PACK


FROM EDP CONTROL
1
ENROLLMENT FILE
360/40 DOS
P81-004
LOAD
ENROLLMENT FILE
ENROLLMENT FILE
2
PFT CONTROL

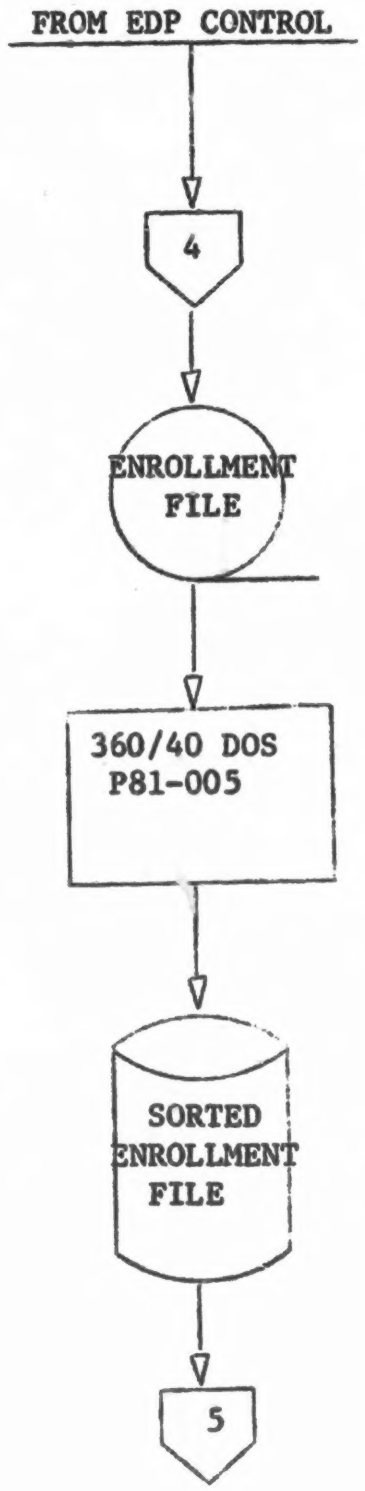
C. SORT ENROLLMENT FILE TO TICKET NUMBER SEQUENCE


FROM EDP CONTROL
2
ENROLLMENT
FILE
360/40 DOS
P81-007
ISORT
SORTED
ENROLLMENT
FILE
3

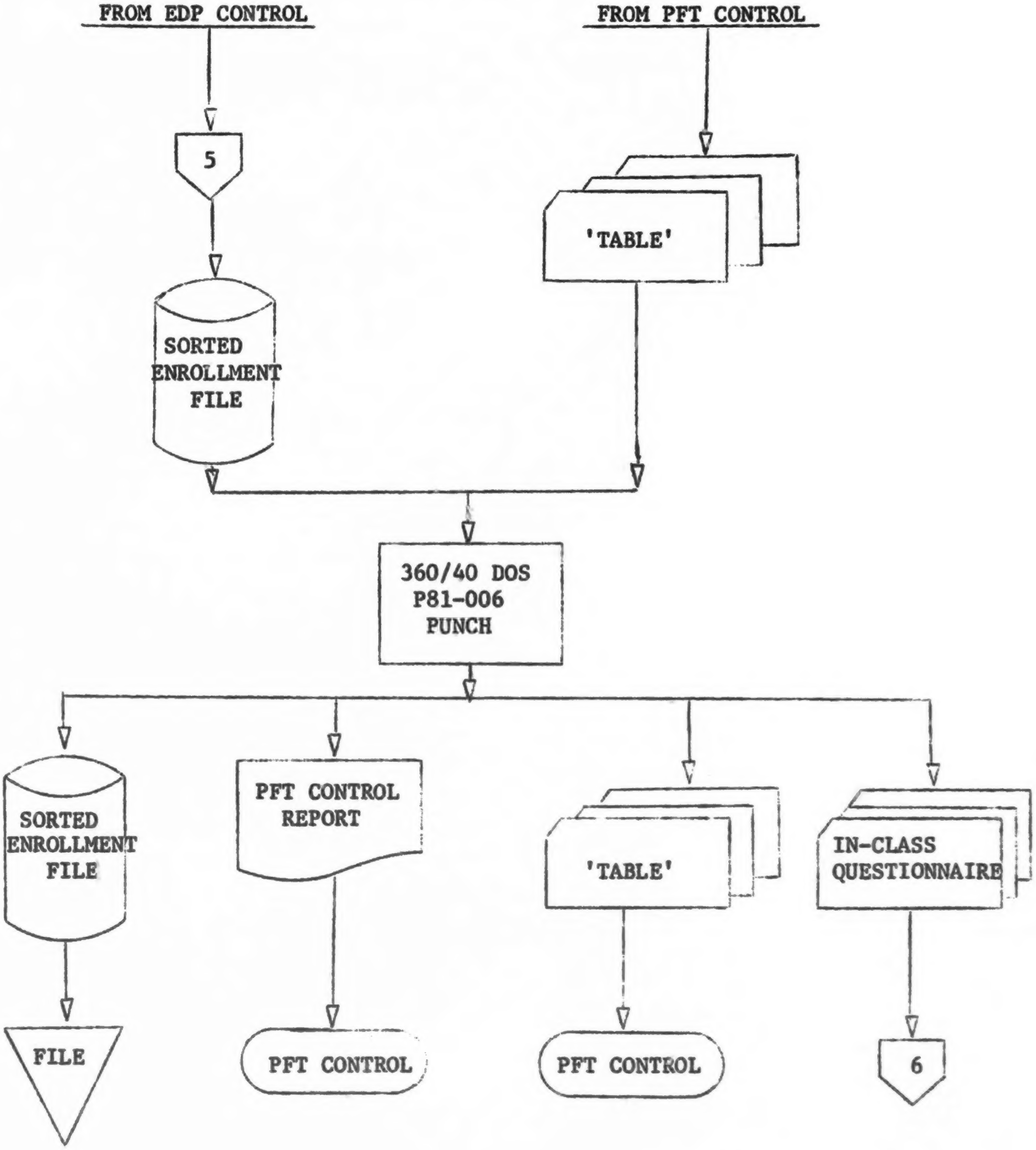
D. UPDATE ENROLLMENT FILE WITH COURSE NUMBER


FROM EDP CONTROL
FROM PFT CONTROL
3
BASIC INDEX
SORTED ENROLLMENT FILE
360/40 DOS P81-008 UPDATE
SORTED ENROLLMENT FILE
BASIC INDEX
UPDATED ENROLLMENT FILE
FILE
PFT CONTROL
4

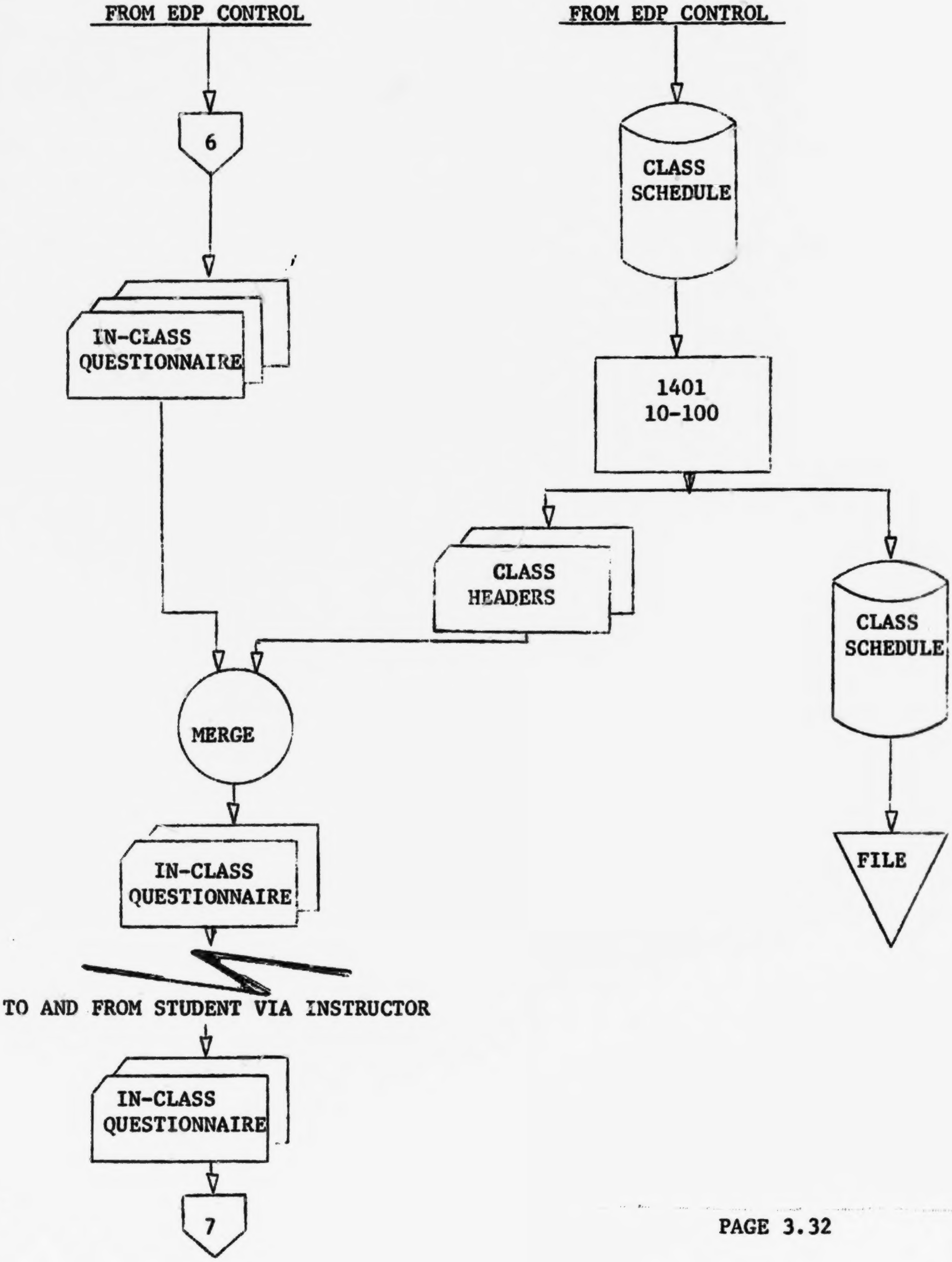
E. SORT ENROLLMENT FILE TO INSTRUCTOR SEQUENCE


FROM EDP CONTROL
4
ENROLLMENT FILE
360/40 DOS
P81-005
SORTED ENROLLMENT FILE
5

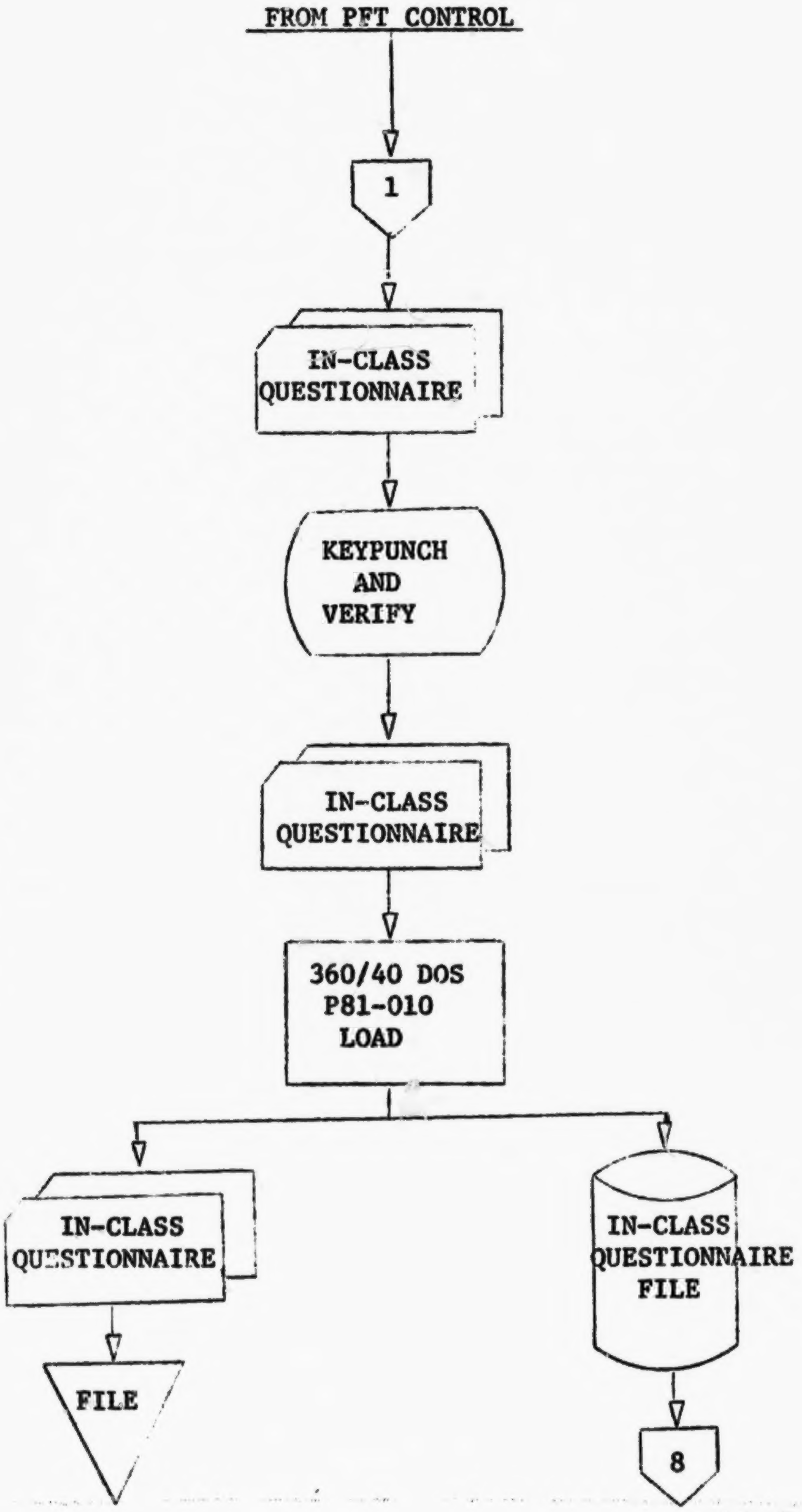
F. PRODUCE IN-CLASS QUESTIONNAIRE


FROM EDP CONTROL
FROM PFT CONTROL
5
'TABLE'
SORTED ENROLLMENT FILE
360/40 DOS
P81-006
PUNCH
SORTED ENROLLMENT FILE
PFT CONTROL REPORT
'TABLE'
IN-CLASS QUESTIONNAIRE
FILE
PFT CONTROL
PFT CONTROL
6

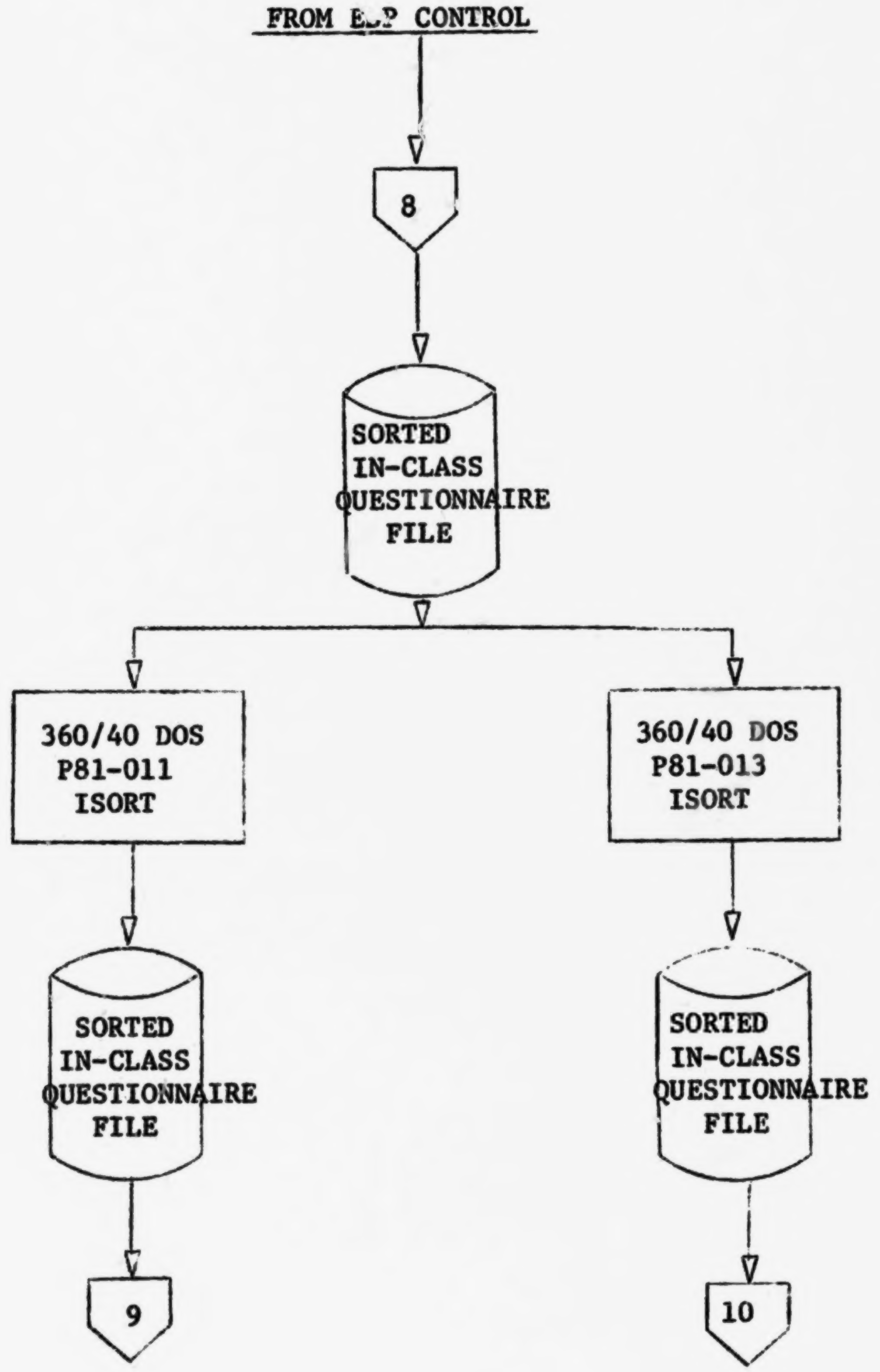
G. PRODUCE AND DISTRIBUTE IN-CLASS QUESTIONNAIRE


FROM EDP CONTROL
FROM EDP CONTROL
6
CLASS SCHEDULE
IN-CLASS QUESTIONNAIRE
1401
10-100
CLASS HEADERS
CLASS SCHEDULE
MERGE
FILE
IN-CLASS QUESTIONNAIRE
TO AND FROM STUDENT VIA INSTRUCTOR
IN-CLASS QUESTIONNAIRE
7

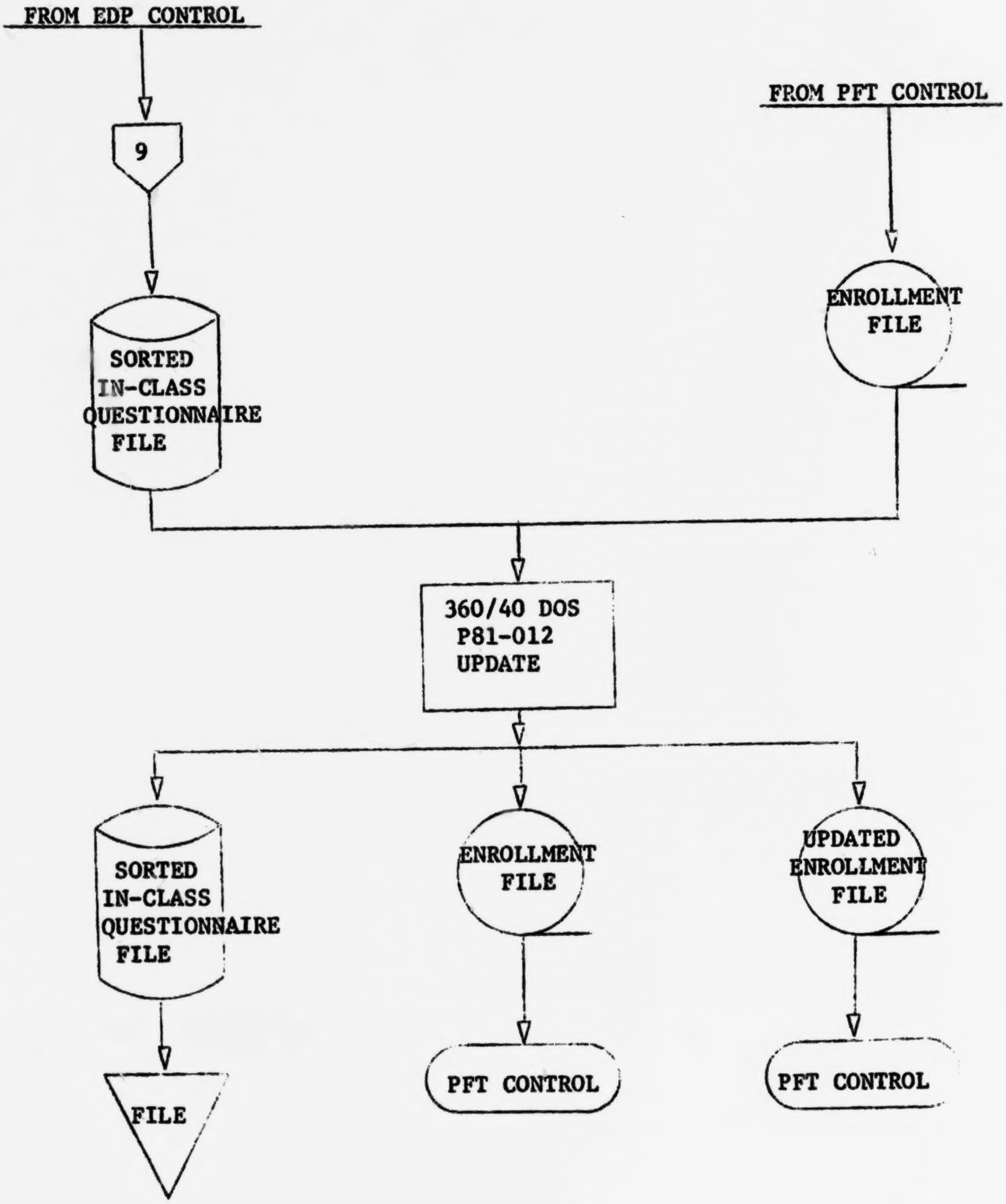
H. KEYPUNCH AND LOAD IN-CLASS QUESTIONNAIRES TO SEQUENTIAL DESK FILE


FROM PFT CONTROL
1
IN-CLASS QUESTIONNAIRE
KEYPUNCH AND VERIFY
IN-CLASS QUESTIONNAIRE
360/40 DOS P81-010 LOAD
IN-CLASS QUESTIONNAIRE
FILE
IN-CLASS QUESTIONNAIRE FILE
8

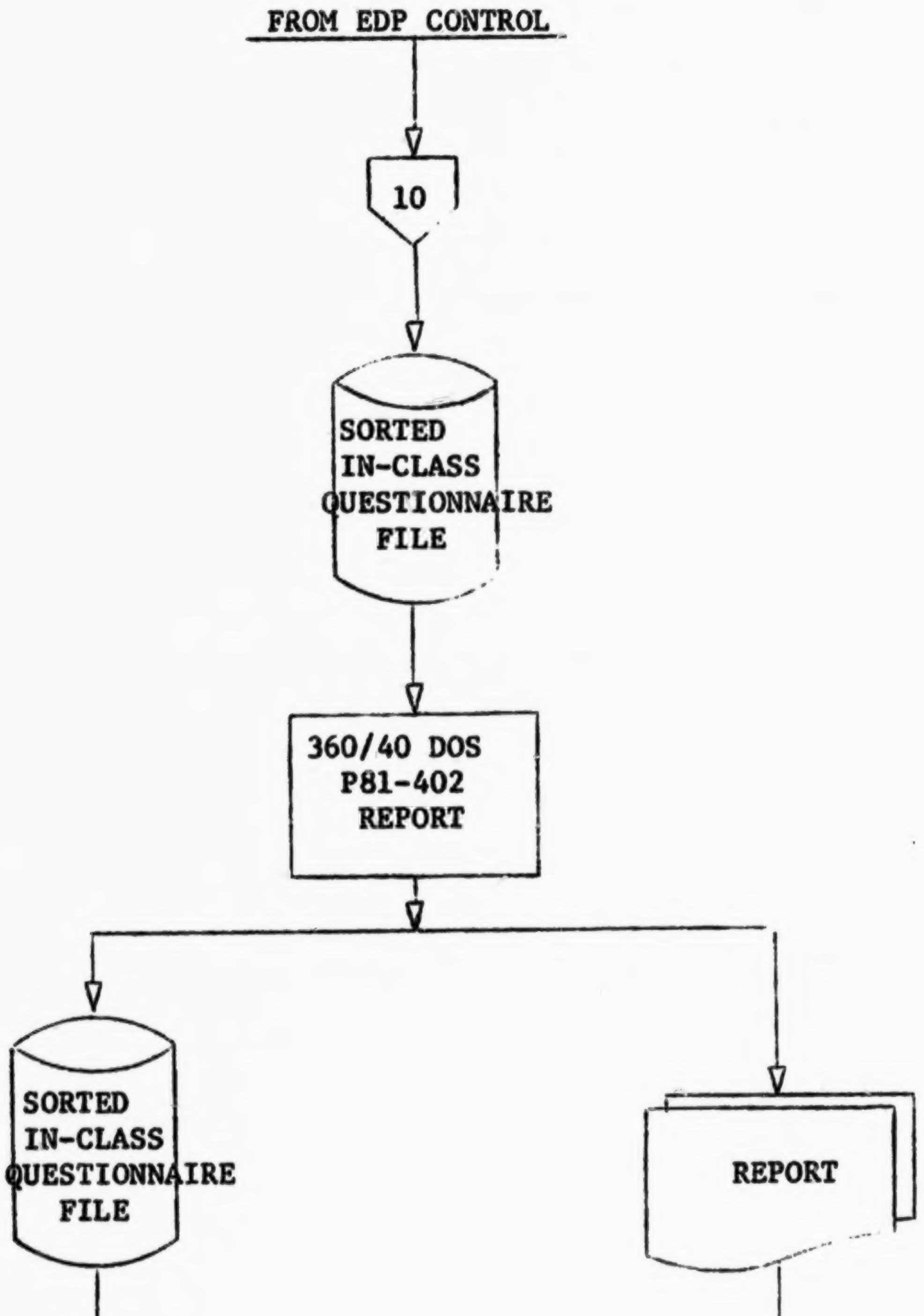
I. SORT IN-CLASS QUESTIONNAIRE TRANSACTION FILE FOR UPDATE TO ENROLLMENT AND IN-CLASS QUESTIONNAIRE REPORT


FROM EDP CONTROL
8
SORTED IN-CLASS QUESTIONNAIRE FILE
360/40 DOS P81-011 ISORT
360/40 DOS P81-013 ISORT
SORTED IN-CLASS QUESTIONNAIRE FILE
SORTED IN-CLASS QUESTIONNAIRE FILE
9
10

J. UPDATE ENROLLMENT FILE WITH IN-CLASS QUESTIONNAIRES

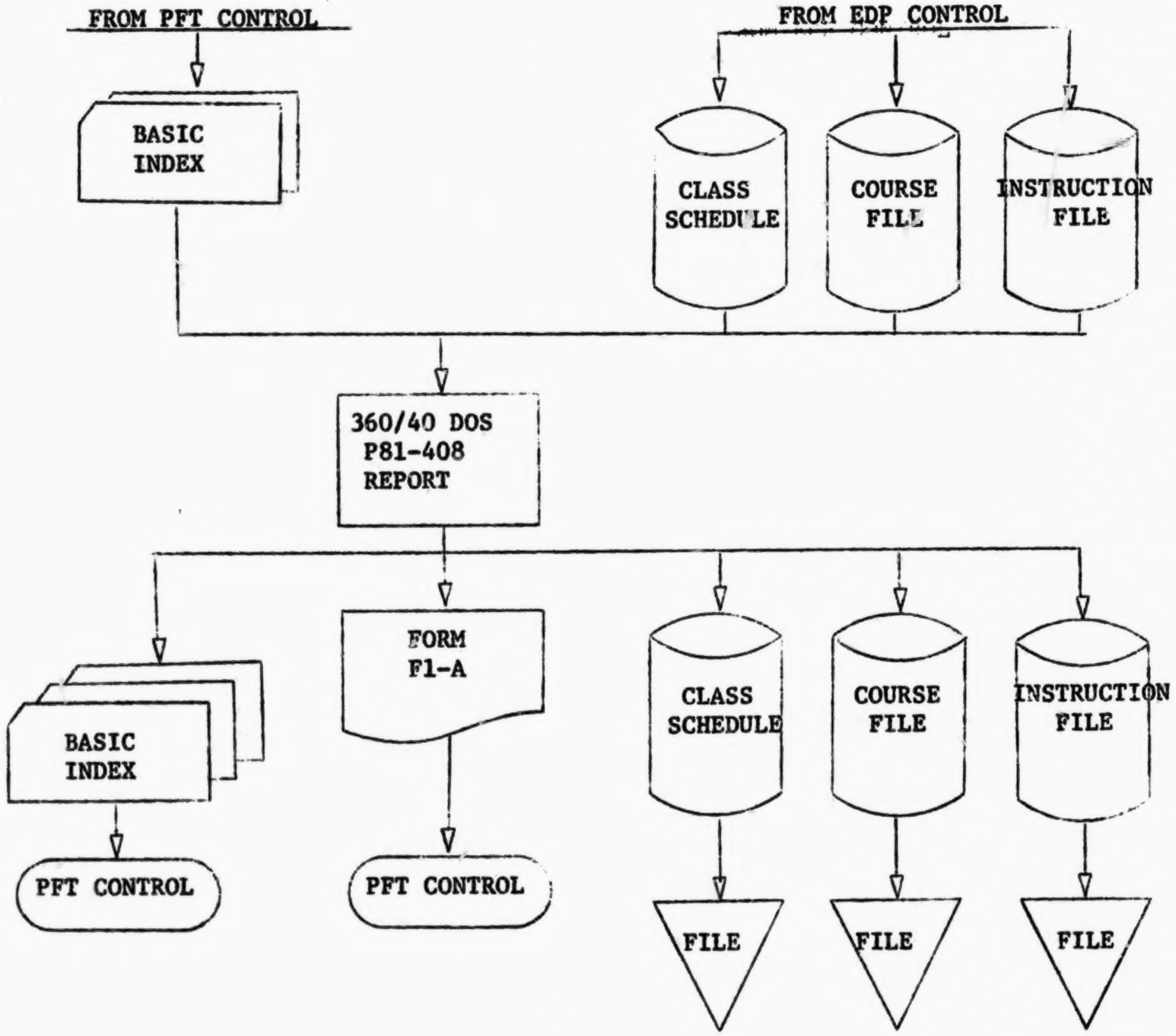

FROM EDP CONTROL
9
SORTED IN-CLASS QUESTIONNAIRE FILE
FROM PFT CONTROL
ENROLLMENT FILE
360/40 DOS P81-012 UPDATE
SORTED IN-CLASS QUESTIONNAIRE FILE
ENROLLMENT FILE
UPDATED ENROLLMENT FILE
FILE
PFT CONTROL
PFT CONTROL

K. IN-CLASS QUESTIONNAIRE REPORT

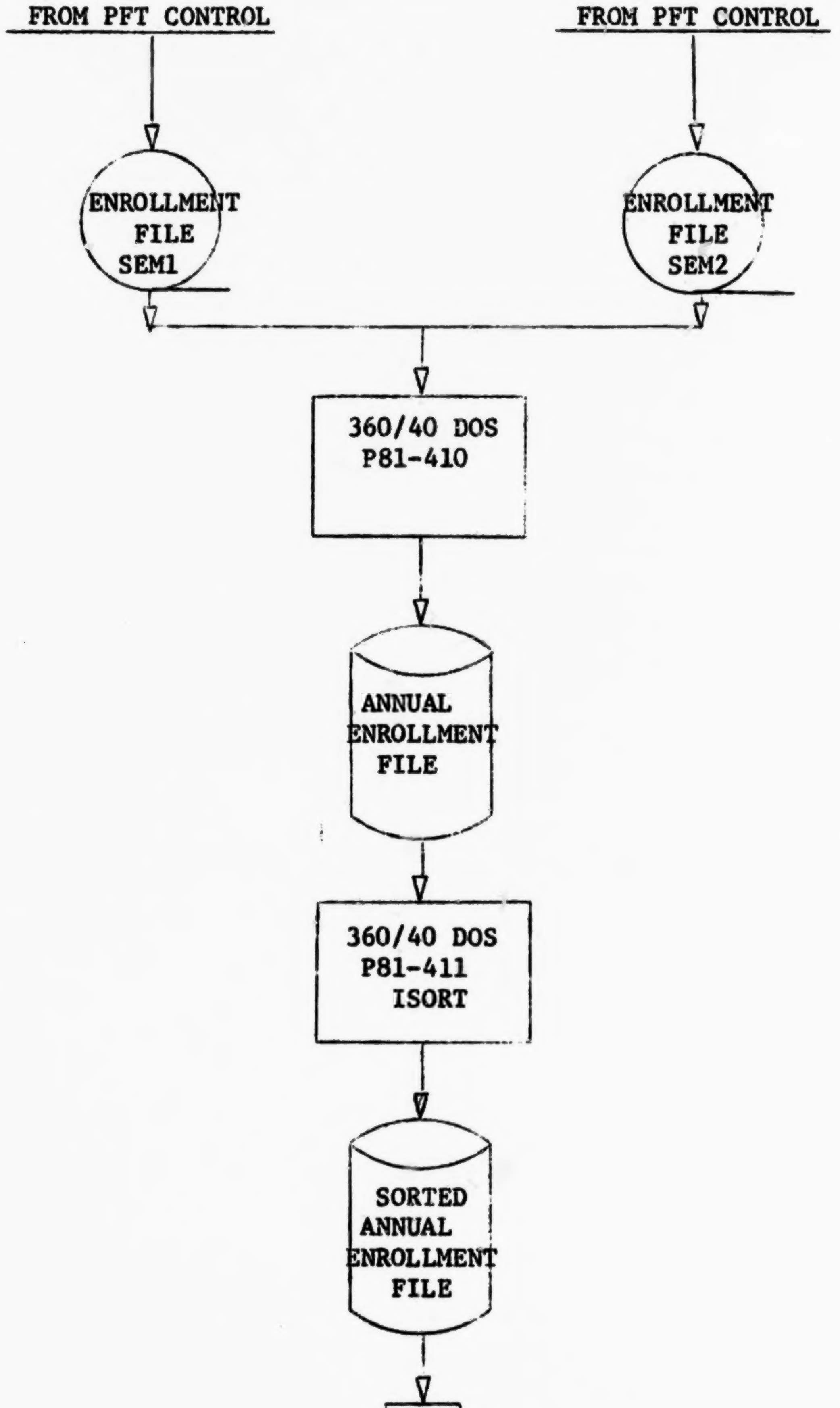

FROM EDP CONTROL
10
SORTED IN-CLASS QUESTIONNAIRE FILE
360/40 DOS
P81-402
REPORT
SORTED IN-CLASS QUESTIONNAIRE FILE
REPORT
FILE
PFT CONTROL

IX. TRADE AND TECHNICAL REPORTS

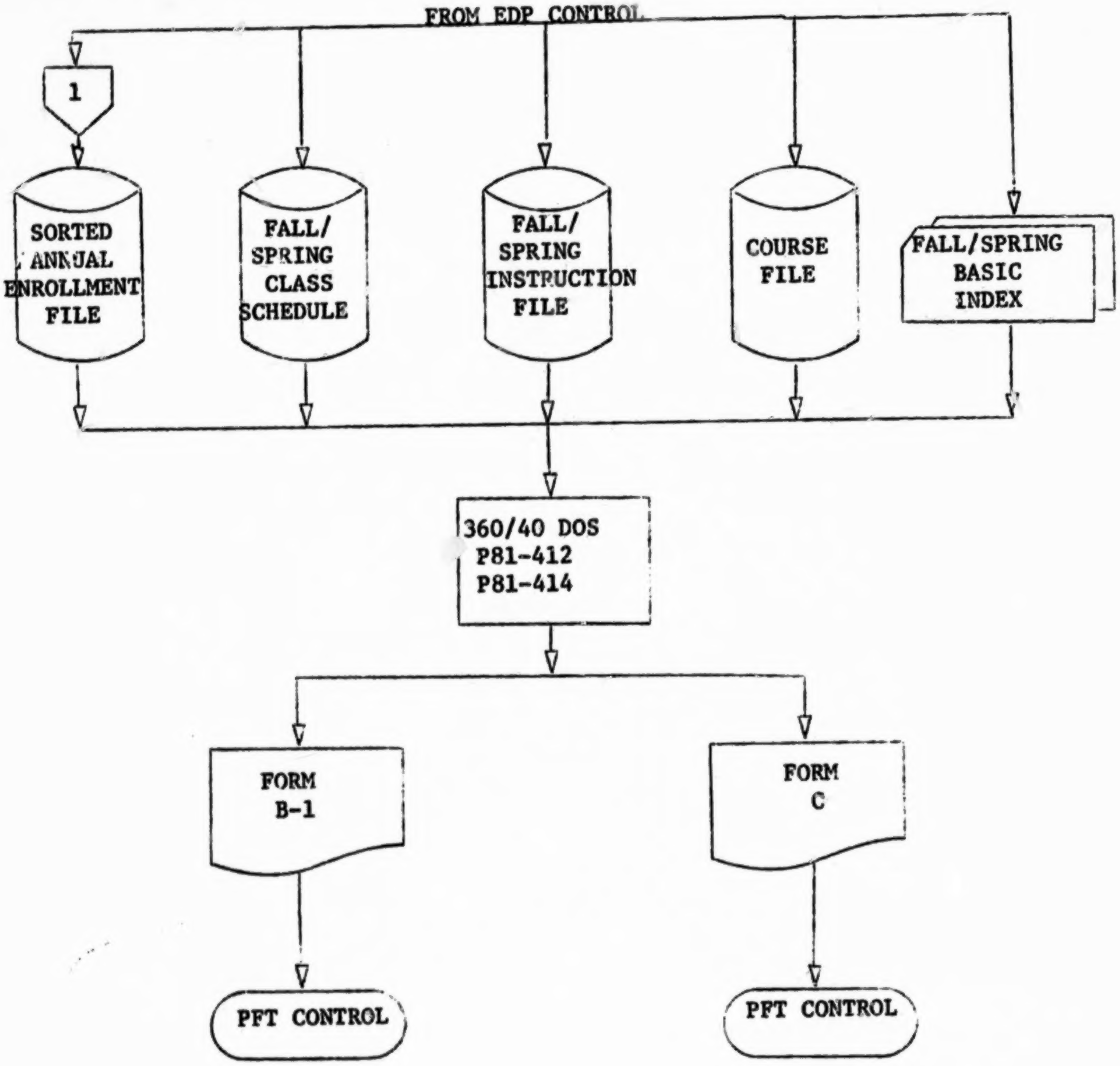
A. FORM A-1


FROM PFT CONTROL
FROM EDP CONTROL
BASIC INDEX
CLASS SCHEDULE
COURSE FILE
INSTRUCTION FILE
360/40 DOS P81-408 REPORT
BASIC INDEX
FORM F1-A
CLASS SCHEDULE
COURSE FILE
INSTRUCTION FILE
PFT CONTROL
PFT CONTROL
FILE
FILE
FILE

B. BUILD AND SORT ANNUAL ENROLLMENT FILE


FROM PFT CONTROL
FROM PFT CONTROL
ENROLLMENT FILE SEM1
ENROLLMENT FILE SEM2
360/40 DOS P81-410
ANNUAL ENROLLMENT FILE
360/40 DOS P81-411 ISORT
SORTED ANNUAL ENROLLMENT FILE
1

C. PRODUCE FORM B-1 AND FORM C


FROM EDP CONTROL
1
SORTED ANNUAL ENROLLMENT FILE
FALL/SPRING CLASS SCHEDULE
FALL/SPRING INSTRUCTION FILE
COURSE FILE
FALL/SPRING BASIC INDEX
360/40 DOS
P81-412
P81-414
FORM B-1
FORM C
PFT CONTROL
PFT CONTROL

P80-005 BUILD ENROLLMENT FILE FOR CURRENT SEMESTER

PROGRAM DESCRIPTION

PURPOSE: CREATE A CURRENT SEMESTER ENROLLMENT FILE.

SCOPE: AT THE PRESENT TIME, DATA ARE BEING GATHERED FROM ALL STUDENTS MEETING THE FOLLOWING CHARACTERISTICS:

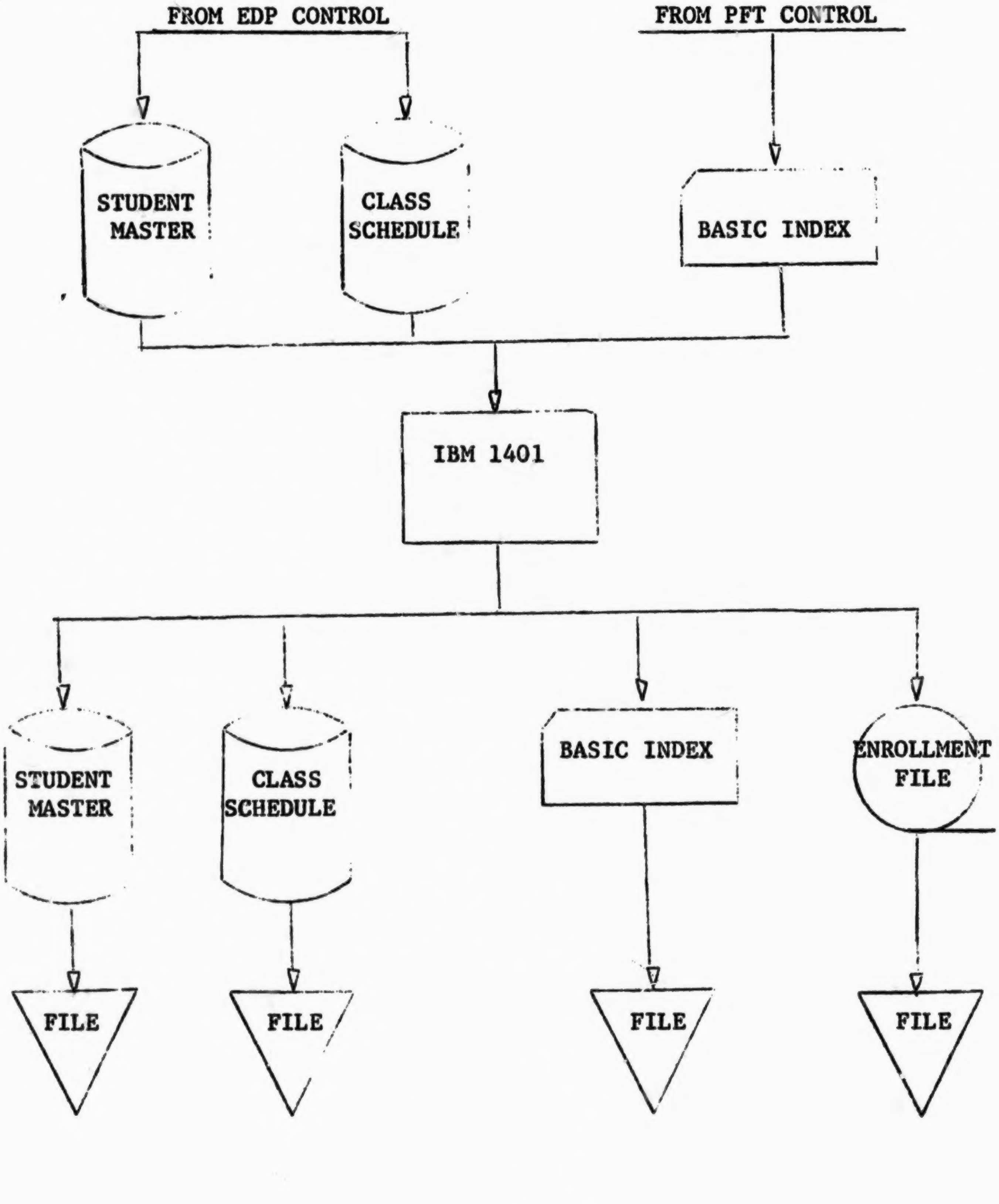
1. DAY SCHOOL STUDENT, FULL OR PART TIME.
2. REGISTERED FOR COLLEGE WORK FOR THE FIRST TIME IN THE DISTRICT DURING THE SCHOOL YEAR 1968-69 AND ALL SUBSEQUENT YEARS.
3. REGISTERED IN SPECIFIC TRADE AND TECHNICAL COURSES IN THE EVENING COLLEGE (INITIAL ENTRANCE INTO DISTRICT NOT CONSIDERED).

THUS, A STUDENT IS INCLUDED IN THE STUDY IF HE MEETS BOTH CHARACTERISTICS 1 AND 2 OR IF HE SATISFIES ONLY CHARACTERISTIC 3.

INPUT: DISTRICT DATA PROCESSING'S CURRENT STUDENT MASTER FILE.
DISTRICT DATA PROCESSING'S CLASS SCHEDULE.
BASIC INDEX RECORD.

OUTPUT: PROJECT FOLLOW-THROUGH'S CURRENT ENROLLMENT FILE.

P80-005 BUILD CURRENT ENROLLMENT FILE


FROM EDP CONTROL
FROM PFT CONTROL
STUDENT MASTER
CLASS SCHEDULE
BASIC INDEX
IBM 1401
STUDENT MASTER
CLASS SCHEDULE
BASIC INDEX
ENROLLMENT FILE
FILE
FILE
FILE
FILE

P80-007 BUILD CURRENT MASTER FILE

PROGRAM DESCRIPTION

PURPOSE: BUILD CURRENT SEMESTER MASTER FILE.

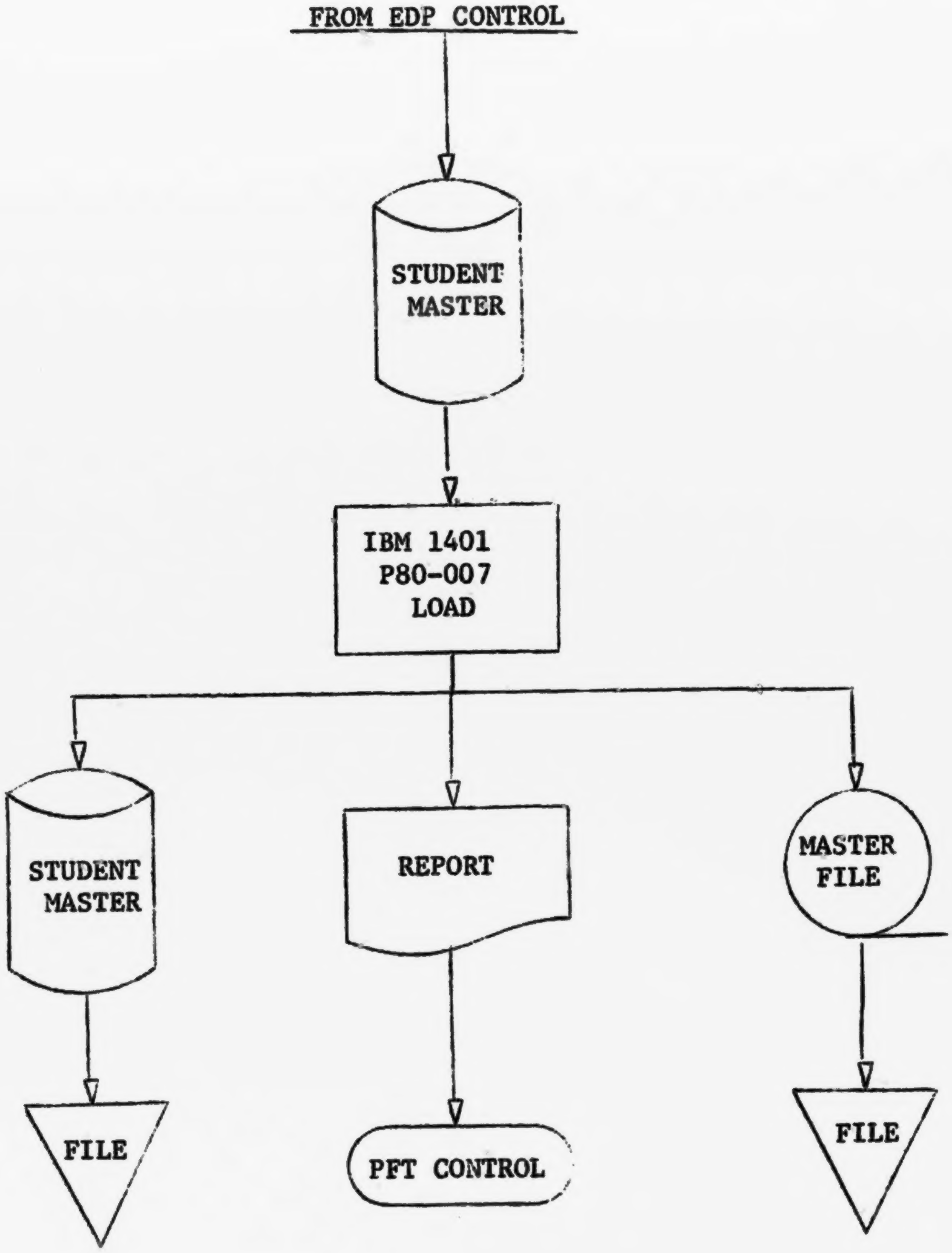
SCOPE: DATA ARE BEING GATHERED FROM ALL STUDENTS MEETING THE FOLLOWING CHARACTERISTICS:

1. DAY SCHOOL STUDENT, FULL OR PART TIME.
2. REGISTERED FOR COLLEGE WORK FOR THE FIRST TIME IN THE DISTRICT DURING THE SCHOOL YEAR 1968-69 AND ALL SUBSEQUENT YEARS.

INPUT: DISTRICT DATA PROCESSING STUDENT MASTER FILE (DISK).

OUTPUT: PROJECT FOLLOW-THROUGH CURRENT SEMESTER MASTER FILE (TAPE).
REPORT.

P80-007 BUILD CURRENT MASTER FILE (SEMESTER)


FROM EDP CONTROL
STUDENT MASTER
IBM 1401 P80-007 LOAD
STUDENT MASTER
REPORT
MASTER FILE
FILE
PFT CONTROL
FILE

P81-000 LOAD COURSE FILE

PROGRAM DESCRIPTION

PURPOSE: SUPPORT PROJECT FOLLOW-THROUGH

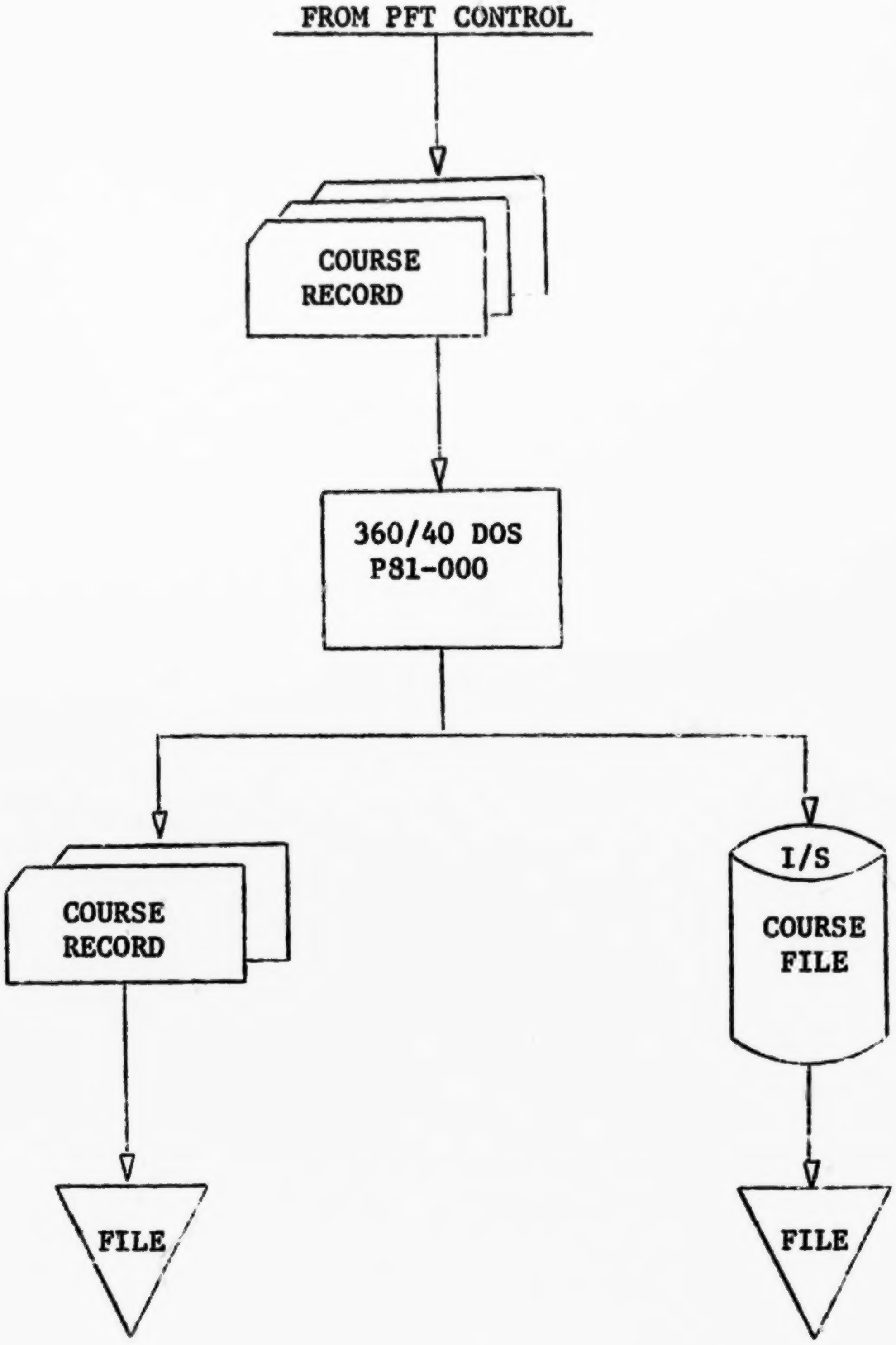
SCOPE: BUILD AN INDEX SEQUENTIAL COURSE FILE CONTAINING THE FOLLOWING INFORMATION.

1. COURSE NUMBER
2. COURSE TITLE
3. ADVISORY CODE
4. TYPE OF COURSE
5. SEMESTER OFFERED
6. OCCUPATION
7. COURSE CODE
8. OCCUPATION CODE
9. UNITS
10. WEEKS CLASS MEETS IN SEMESTER
11. PRE-EMPLOYMENT CODE

INPUT: COURSE RECORD (CARD).

OUTPUT: COURSE FILE (DISK).

P81-000 LOAD COURSE FILE


FROM PFT CONTROL
COURSE RECORD
360/40 DOS P81-000
COURSE RECORD
I/S
COURSE FILE
FILE
FILE

P81-022 LOAD INSTRUCTOR FILE

PROGRAM DESCRIPTION

PURPOSE: CREATE AN INDEX SEQUENTIAL INSTRUCTOR FILE.

SCOPE: BUILD AN INSTRUCTOR FILE CONTAINING INFORMATION NECESSAY TO SUPPORT PROJECT FOLLOW-THROUGH.

INPUT: THE FOLLOWING INFORMATION IS GATHERED BY THE CONTROL SECTION OF PROJECT FOLLOW-THROUGH.

INSTRUCTOR CODE - THIS CODE IS THE 'KEY' TO THE INDEX SEQUENTIAL INSTRUCTOR FILE. A THREE DIGIT CODE USED BY DISTRICT DATA PROCESSING IS EXPANDED TO FOUR DIGITS. THIS EXPANSION IS NECESSARY TO ELIMINATE DUPLICATE INSTRUCTOR CODES, INDICATE WHICH OF THE TWO COLLEGES AN INSTRUCTOR IS EMPLOYED AND REMAIN COMPATIBLE WITH DISTRICT DATA PROCESSING.

HOURLY RATE - THIS INFORMATION IS OBTAINED FROM THE ACCOUNTING OFFICE.

SALARY - THIS INFORMATION IS OBTAINED FROM THE ACCOUNTING OFFICE.

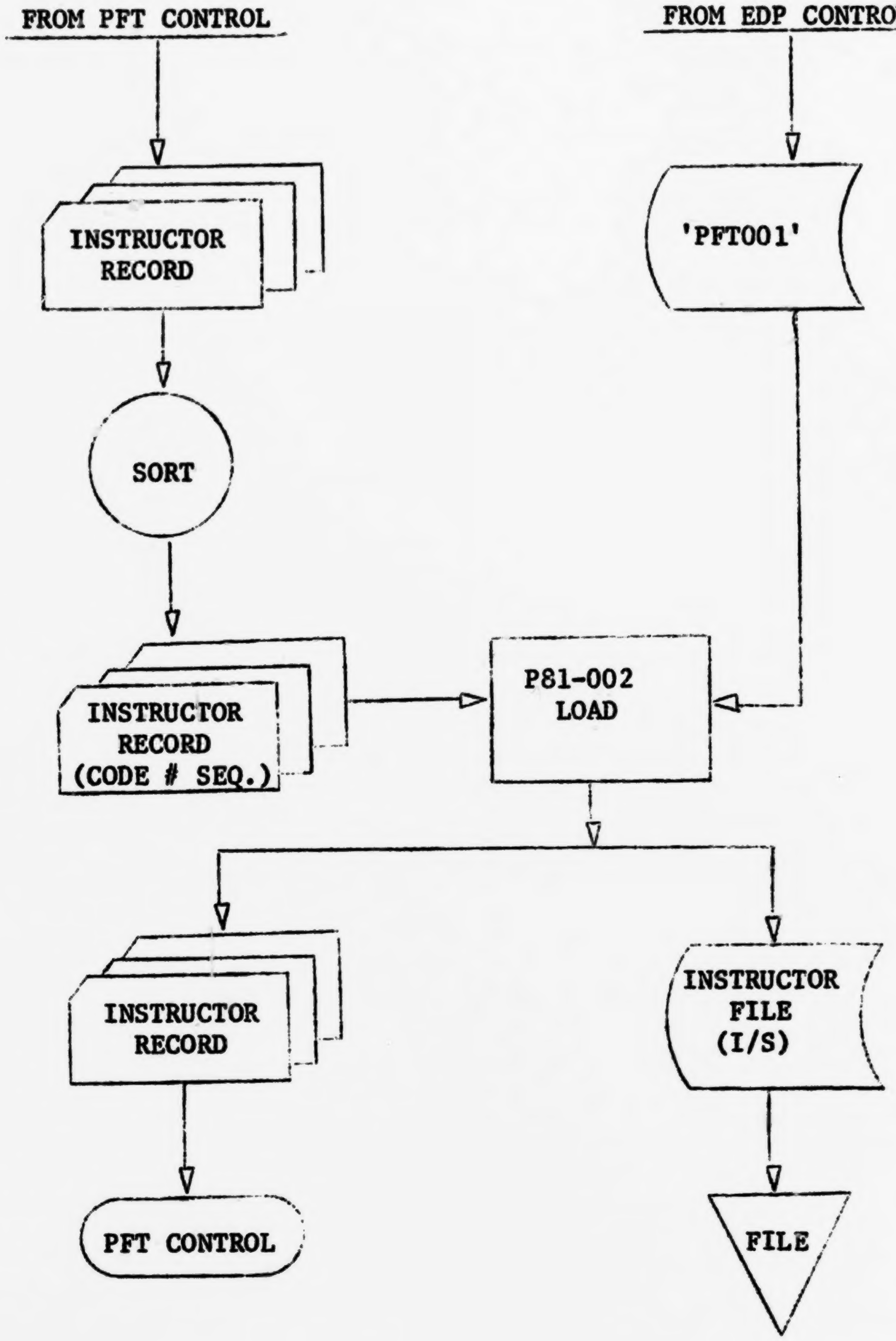
CREDENTIAL - THIS INFORMATION IS OBTAINED FROM THE ACCOUNTING OFFICE.

OUTPUT: INDEX SEQUENTIAL INSTRUCTOR FILE.

RECSIZE = 52

BLKSIZE = 10

P81-002 LOAD INSTRUCTOR FILE


FROM PFT CONTROL
FROM EDP CONTROL
INSTRUCTOR RECORD
'PFT001'
SORT
INSTRUCTOR RECORD (CODE # SEQ.)
P81-002 LOAD
INSTRUCTOR RECORD
INSTRUCTOR FILE (I/S)
PFT CONTROL
FILE

PHASE I P81-004 COPY ENROLLMENT FILE (TAPE TO DISK)
PHASE II P81-005 SORT ENROLLMENT FILE

PROGRAM DESCRIPTION

PURPOSE: (1) COPY TAPE ENROLLMENT FILE TO DISK.

(2) SORT ENROLLMENT FILE TO INSTRUCTOR CODE, TICKET NUMBER, STUDENT NAME SEQUENCE.

SCOPE: PHASE I PROGRAM P81-004 LOADS A TAPE ENROLLMENT FILE TO DISK.

PHASE II PROGRAM P81-005 SORTS ENROLLMENT DISK FILE.

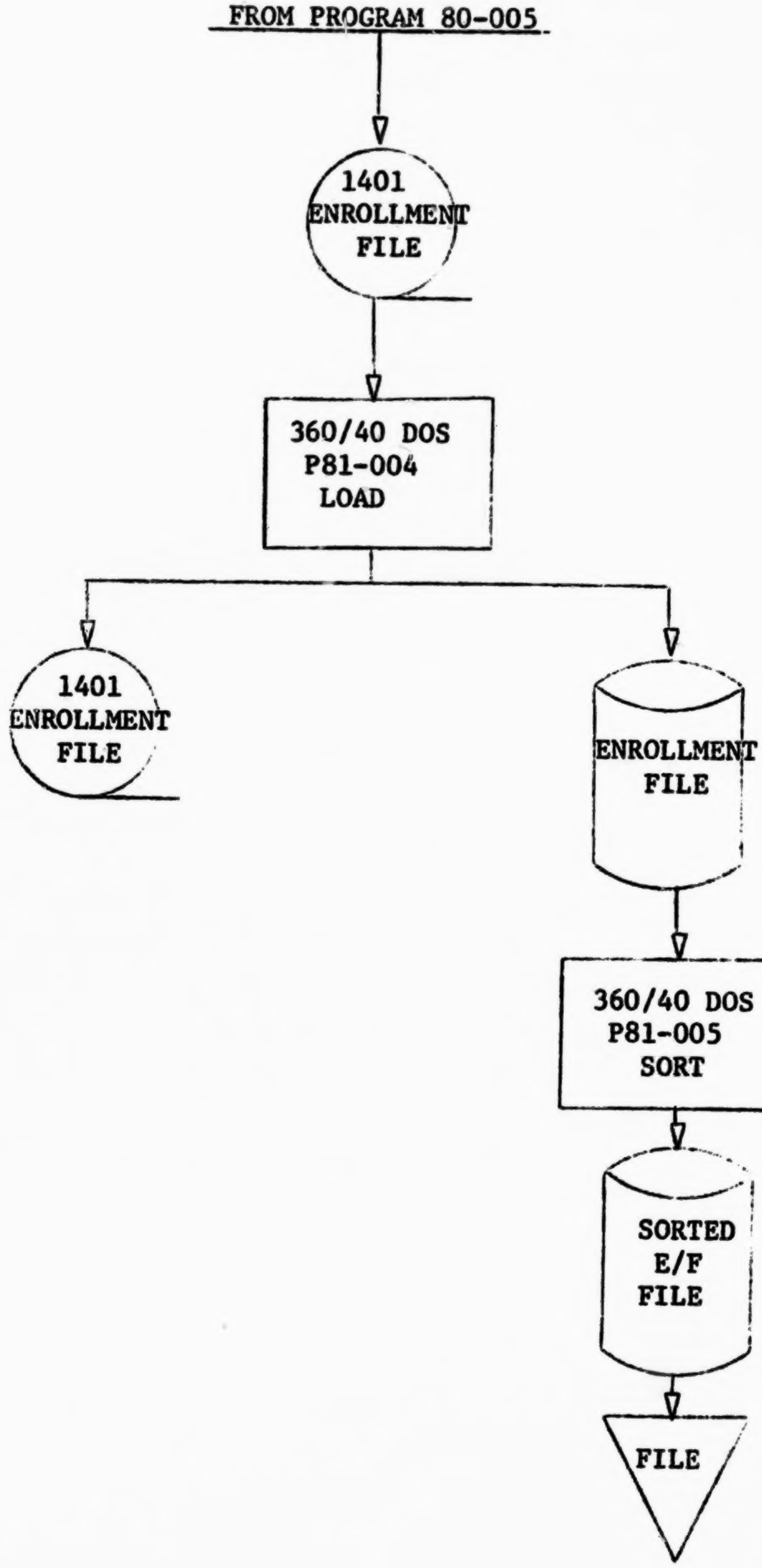
INPUT: PHASE I TAPE ENROLLMENT FILE.

PHASE II DISK ENROLLMENT FILE IN I.D. NUMBER SEQUENCE.

OUTPUT: PHASE I DISK ENROLLMENT FILE.

PHASE II DISK ENROLLMENT FILE IN INSTRUCTOR CODE SEQUENCE.

P81-004 LOAD ENROLLMENT FILE (TAPE TO DISK)
P81-005 SORT ENROLLMENT FILE TO INSTRUCTOR SEQUENCE


FROM PROGRAM 80-005
1401 ENROLLMENT FILE
360/40 DOS P81-004 LOAD
1401 ENROLLMENT FILE
ENROLLMENT FILE
360/40 DOS P81-005 SORT
SORTED E/F FILE
FILE

P81-006 PUNCH VARIFICATION OF ENROLLMENT CARDS

PROGRAM DESCRIPTION

PURPOSE: TO PUNCH PRE-PRINTED VARIFICATION OF ENROLLMENT CARDS BY STUDENT WITHIN CLASS AND PROVIDE A LIST OF CLASSES USED.

SCOPE: SELECTED CLASSES FROM THE 'SORTED ENROLLMENT -TICKET SEQ' FILE ON THE PFT001 PACK ARE INPUTED TO THE PROGRAM. ONE CARD IS PUNCHED FOR EACH STUDENT IN THE CLASS. AN ENTRY IS PROVIDED ON THE PRINTER FOR EACH CLASS.

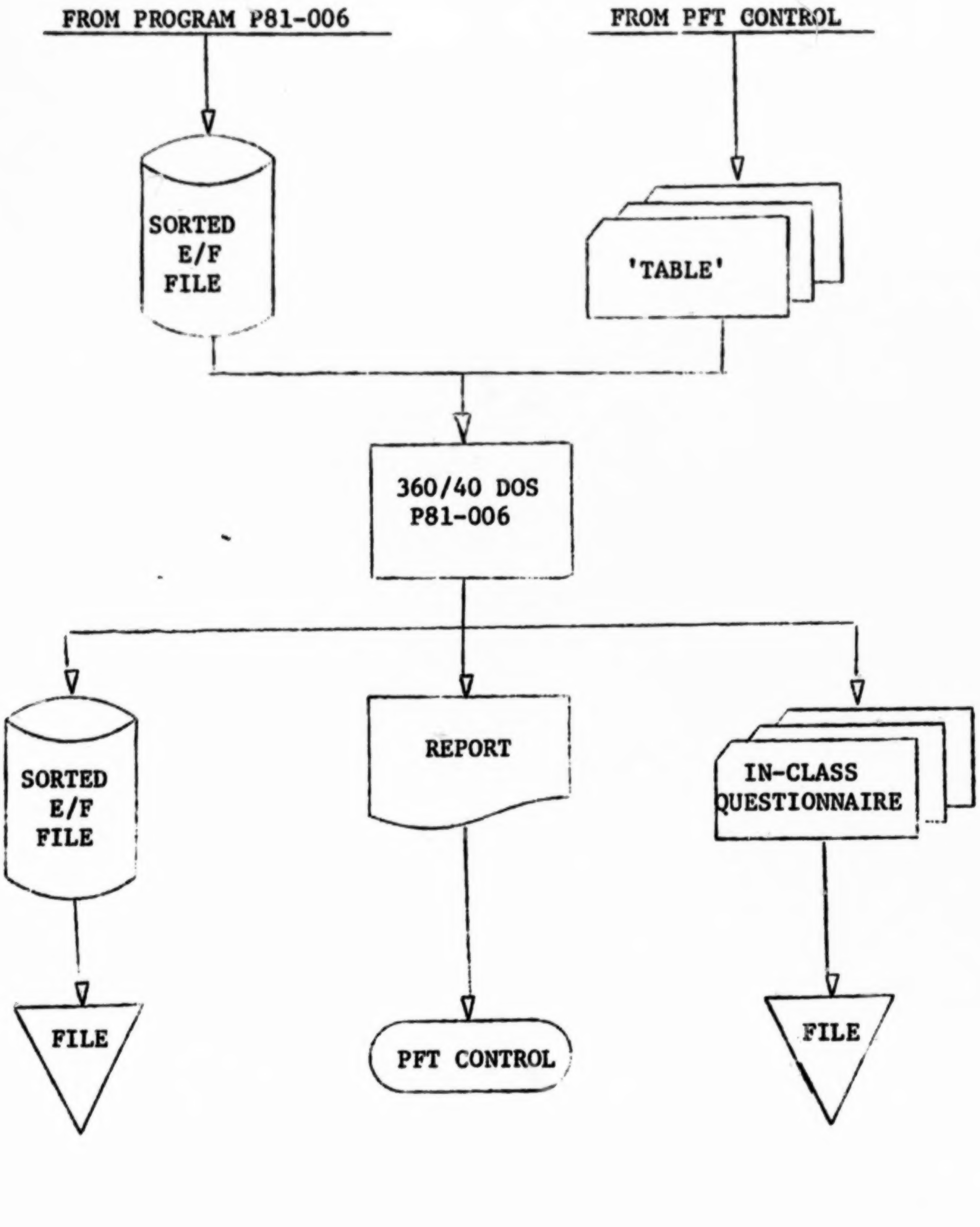
OPTION: A TICKET NUMBER TABLE IS PROVIDED BY THE PFT CONTROL SECTION WHICH TELLS THE PROGRAM WHICH TICKET NUMBERS ARE NOT TO BE SELECTED.

INPUT: SORTED ENROLLMENT FILE FROM PROGRAM P81-005.

OUTPUT: VARIFICATION OF ENROLLMENT CARDS.

NOTE: THE PRE-PRINTED FORMS WILL BE INTERPRETED AND MERGED WITH CLASS HEADERS FOR DISTRIBUTION VIA INSTRUCTOR.

P81-006 PUNCH VERIFICATION OF ENROLLMENT CARDS


FROM PROGRAM P81-006
FROM PFT CONTROL
SORTED E/F FILE
'TABLE'
360/40 DOS P81-006
SORTED E/F FILE
REPORT
IN-CLASS QUESTIONNAIRE
FILE
PFT CONTROL
FILE

P81-007 SORT ENROLLMENT FILE

PROGRAM DESCRIPTION

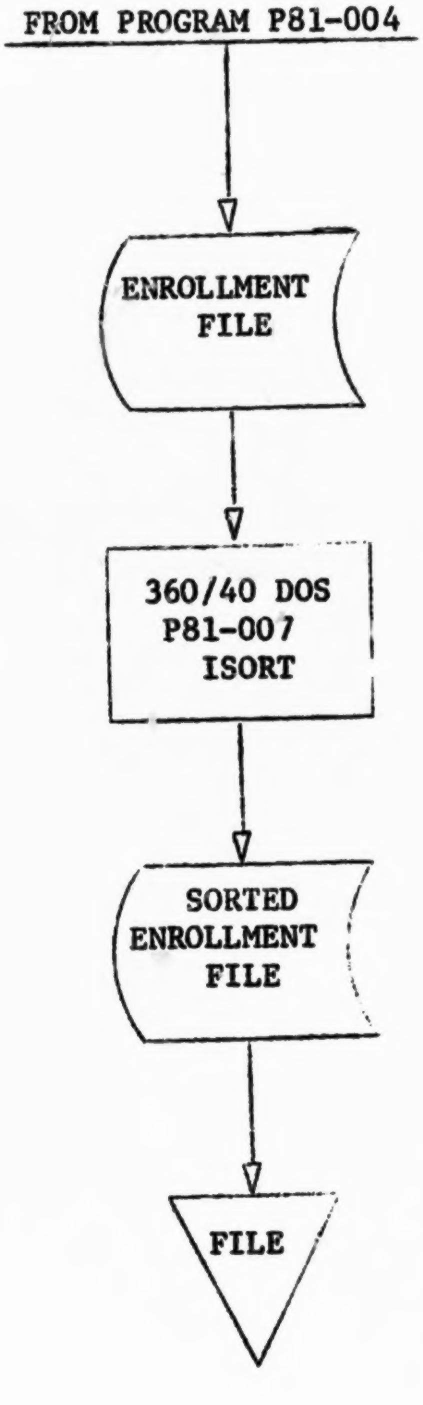
PURPOSE: SORT ENROLLMENT FILE TO TICKET NUMBER SEQUENCE.

SCOPE: THIS SORTED FILE WILL BECOME INPUT TO PROGRAM P81-008.

INPUT: ENROLLMENT FILE FROM PROGRAM P81-004.

OUTPUT: SORTED ENROLLMENT FILE.

SORT ENROLLMENT FILE TO TICKET NUMBER SEQUENCE


FROM PROGRAM P81-004
ENROLLMENT FILE
360/40 DOS
P81-007
ISORT
SORTED ENROLLMENT FILE
FILE

P81-008 UPDATE ENROLLMENT FILE WITH COURSE NUMBER

PROGRAM DESCRIPTION

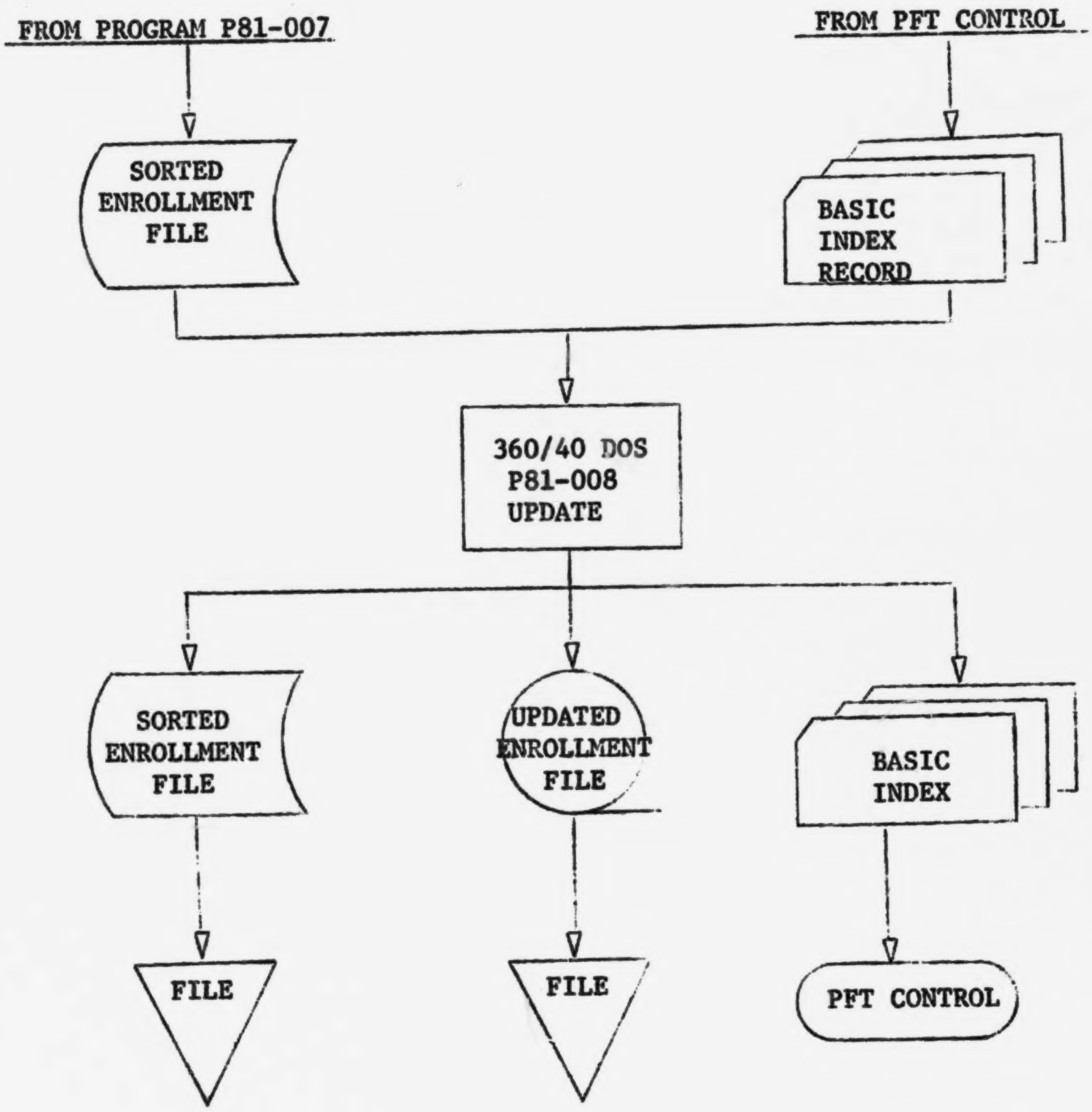
PURPOSE: UPDATE CURRENT ENROLLMENT FILE WITH COURSE NUMBER.

SCOPE: MINIMIZE AND FACILITATE THE PRODUCTION OF VARIOUS REPORTS REQUIRED OF THIS SYSTEM.

INPUT: SORTED ENROLLMENT FILE (DISK).
BASIC INDEX RECORD (CARD).

OUTPUT: UPDATED ENROLLMENT FILE (TAPE).

UPDATE ENROLLMENT FILE WITH COURSE NUMBER


FROM PROGRAM P81-007
FROM PFT CONTROL
SORTED ENROLLMENT FILE
BASIC INDEX RECORD
360/40 DOS P81-008 UPDATE
SORTED ENROLLMENT FILE
UPDATED ENROLLMENT FILE
BASIC INDEX
FILE
FILE
PFT CONTROL

P81-010 LOAD IN-CLASS QUESTIONNAIRE

PROGRAM DESCRIPTION

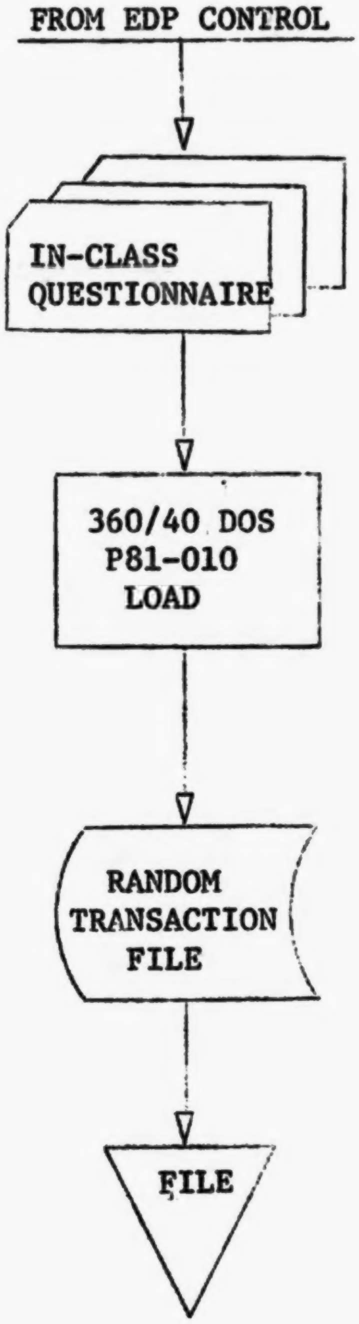
PURPOSE: TO BUILD A SEQUENTIAL DISK FILE.

SCOPE: THIS FILE WILL BE SORTED BY PROGRAMS P81-011 AND P81-013 FOR PURPOSES OF UPDATING THE ENROLLMENT FILE AND PRODUCING A SUMMARY REPORT.

INPUT: IN-CLASS QUESTIONNAIRE (CARD).

OUTPUT: SEQUENTIAL IN-CLASS QUESTIONNAIRE FILE (DISK).

LOAD IN-CLASS QUESTIONNAIRE


FROM EDP CONTROL
IN-CLASS QUESTIONNAIRE
360/40 DOS
P81-010
LOAD
RANDOM TRANSACTION FILE
FILE

NOTE: THE FOLLOWING TWO PROGRAMS WILL USE THIS FILE AS INPUT:

SORT P81-011
SORT P81-013

P81-011 SORT IN_CLASS QUESTIONNAIRE FILE

PROGRAM DESCRIPTION

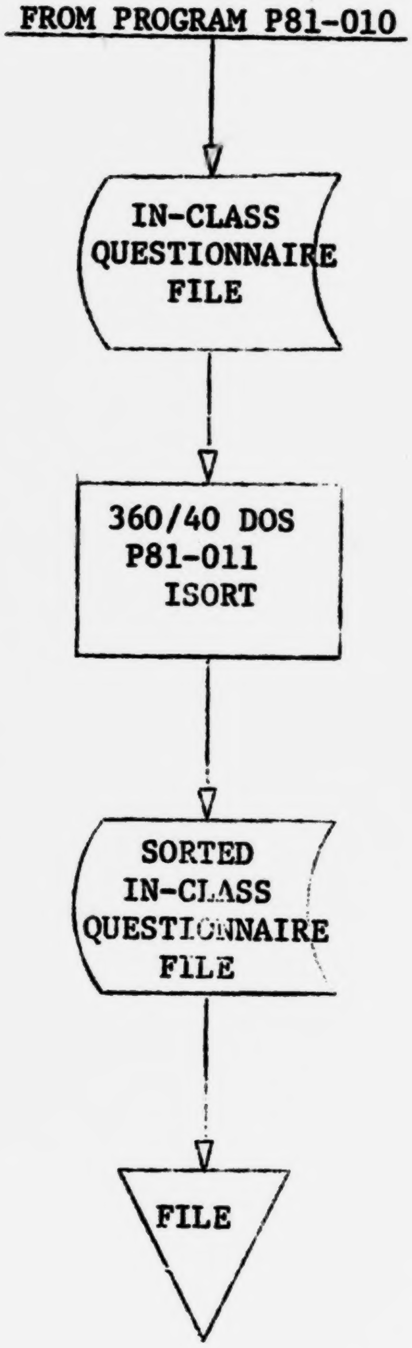
PURPOSE: SORT IN-CLASS QUESTIONNAIRE FILE TO I.D. NUMBER AND TICKET NUMBER SEQUENCE.

SCOPE: THE SORTED IN-CLASS QUESTIONNAIRE FILE WILL BE USED AS INPUT TO PROGRAM P81-012.

INPUT: IN-CLASS QUESTIONNAIRE FILE FROM PROGRAM P81-010.

OUTPUT: SORTED IN-CLASS QUESTIONNAIRE FILE.

SORT IN-CLASS QUESTIONNAIRE FILE TO I.D. AND TICKET NUMBER SEQUENCE


FROM PROGRAM P81-010
IN-CLASS QUESTIONNAIRE FILE
360/40 DOS P81-011 ISORT
SORTED IN-CLASS QUESTIONNAIRE FILE
FILE

P81-012 UPDATE ENROLLMENT FILE WITH IN-CLASS QUESTIONNAIRE

PROGRAM DESCRIPTION

PURPOSE: VERIFICATION OF ENROLLMENT.

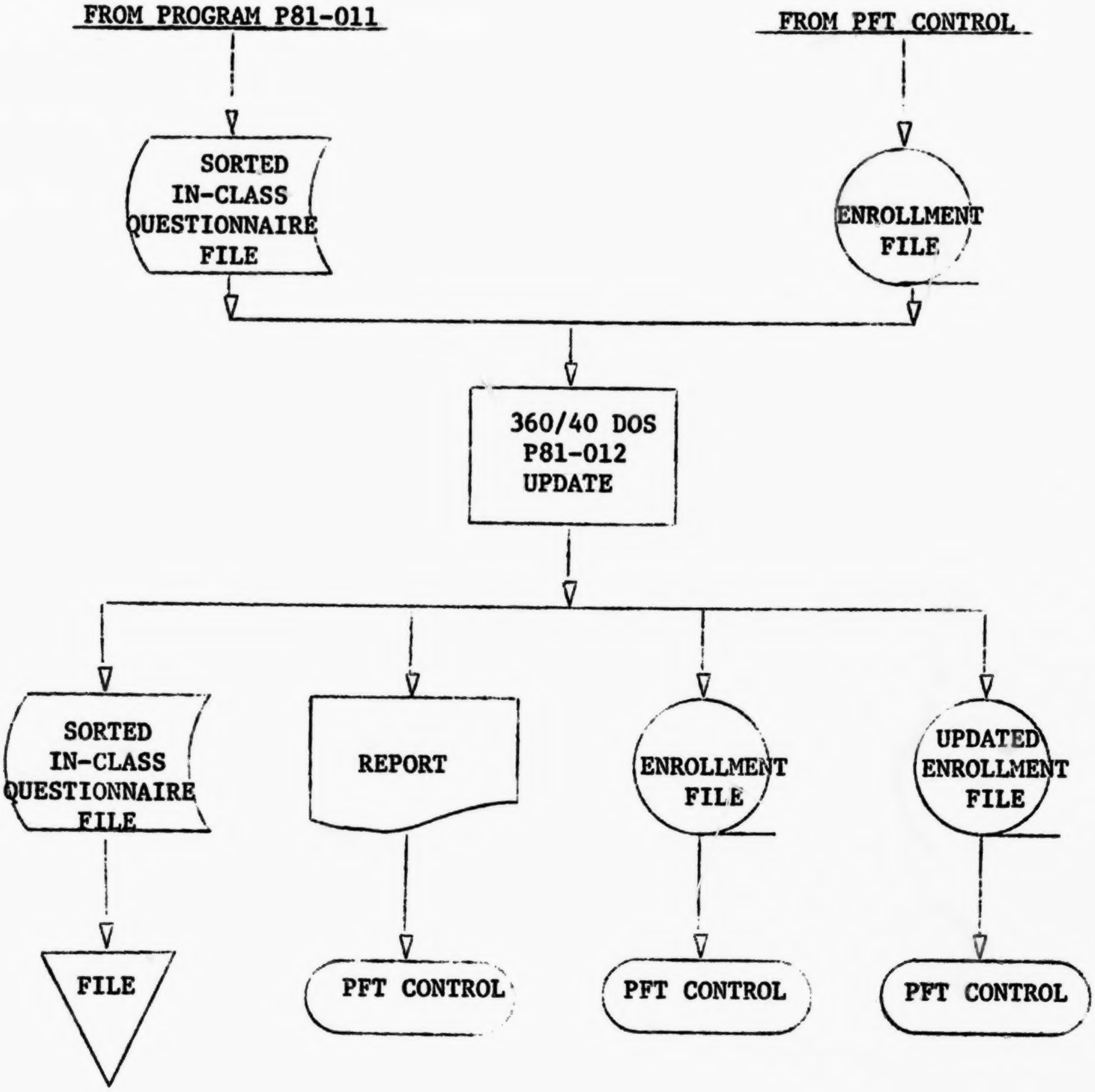
SCOPE: UPDATE THE ENROLLMENT FILE WITH THE FOLLOWING INFORMATION:

1. HOW STUDENT VISUALIZES THIS COURSE IN TERMS OF CAREER PLANS.
2. IS THE COURSE REQUIRED FOR:
   - A. GRADUATION.
   - B. MAJOR.
   - C. MAJOR AND/OR GRADUATION FROM 4-YEAR COLLEGE.
   - D. NOT REQUIRED.

INPUT: PROJECT FOLLOW-THROUGH ENROLLMENT FILE. IN-CLASS QUESTIONNAIRE SEQUENTIAL FILE SORTED TO I.D. NUMBER AND TICKET NUMBER SEQUENCE.

OUTPUT: UPDATED ENROLLMENT FILE.

UPDATE ENROLLMENT FILE WITH IN-CLASS QUESTIONNAIRE


FROM PROGRAM P81-011
FROM PFT CONTROL
SORTED IN-CLASS QUESTIONNAIRE FILE
ENROLLMENT FILE
360/40 DOS P81-012 UPDATE
SORTED IN-CLASS QUESTIONNAIRE FILE
REPORT
ENROLLMENT FILE
UPDATED ENROLLMENT FILE
FILE
PFT CONTROL
PFT CONTROL
PFT CONTROL

P81-013 SORT IN-CLASS QUESTIONNAIRE FILE

PROGRAM DESCRIPTION

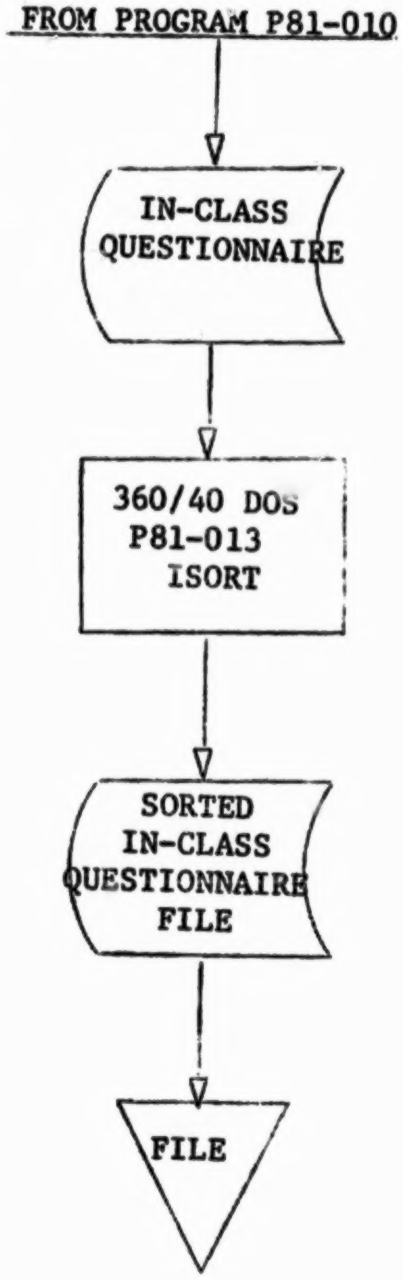
PURPOSE: SORT IN-CLASS QUESTIONNAIRE FILE TO COURSE NUMBER SEQUENCE.

SCOPE: REPORT WRITER P81-402 WILL USE THE OUTPUT OF THIS SORT AS INPUT.

INPUT: IN-CLASS QUESTIONNAIRE FILE FROM PROGRAM P81-010.

OUTPUT: SORTED IN-CLASS QUESTIONNAIRE FILE.

SORT IN-CLASS QUESTIONNAIRE FILE TO COURSE NUMBER SEQUENCE

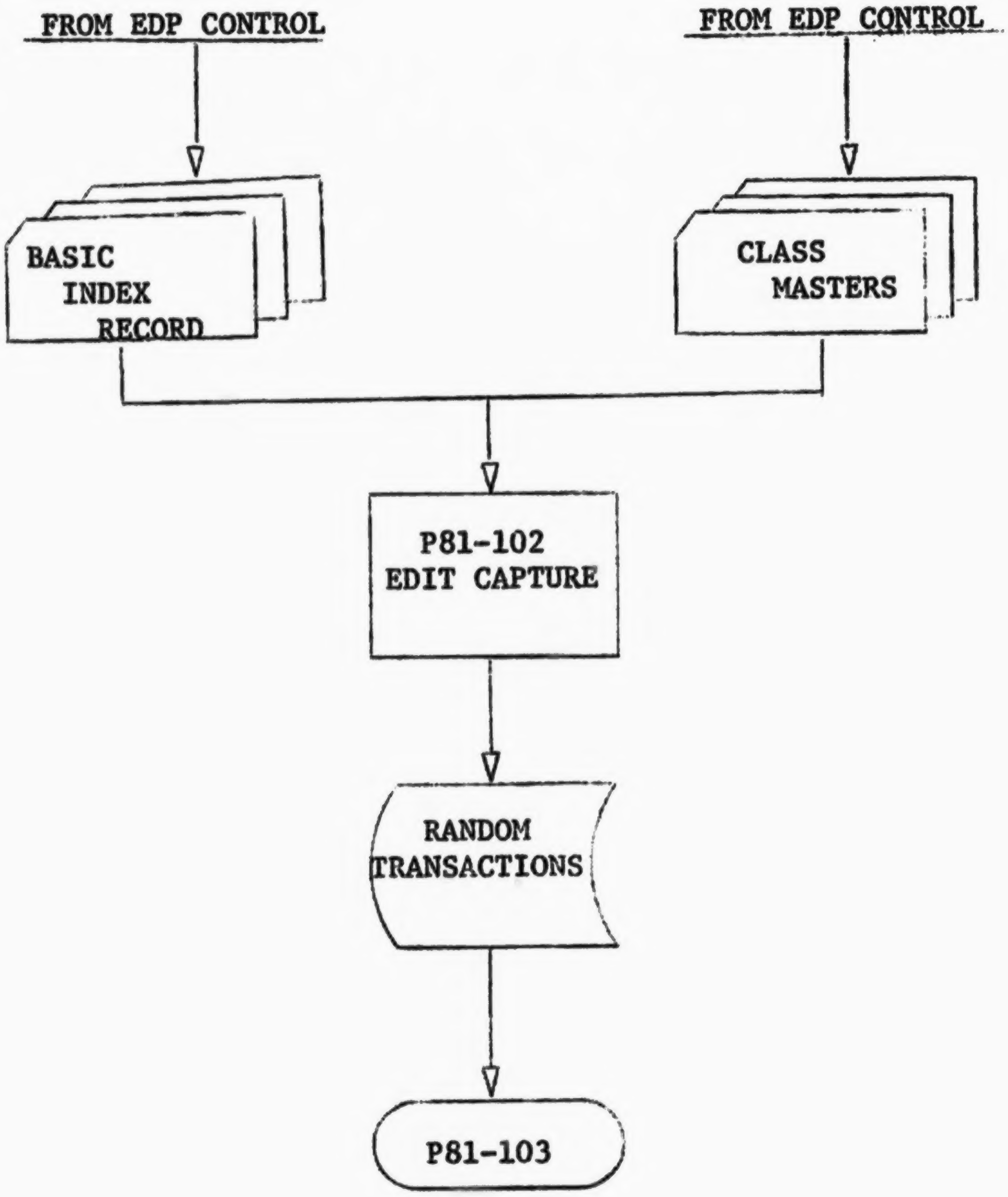

FROM PROGRAM P81-010
IN-CLASS QUESTIONNAIRE
360/40 DOS
P81-013
ISORT
SORTED IN-CLASS QUESTIONNAIRE FILE
FILE

P81-102 LOAD BASIC INDEX AND CLASS MASTER CARDS TO SEQUENTIAL FILE

PROGRAM DESCRIPTION

PURPOSE:	CREATE A SEQUENTIAL FILE FOR BUILDING AN INDEX SEQUENTIAL FILE.
SCOPE:	LOAD CLASS MASTERS AND THE BASIC INDEX RECORDS TO A SEQUENTIAL FILE. THIS FILE WILL THEN BE SORTED INTO TICKET NUMBER SEQUENCE AND USED TO CREATE AN INDEX SEQUENTIAL FILE.
INPUT:	BASIC INDEX RECORD (SEE CARD LAYOUT R-1). TICKET MASTERS (SEE CARD LAYOUT R-4).
OUTPUT:	SEQUENTIAL DISK FILE.
NOTE:	THE OUTPUT OF THIS PROGRAM IS INPUT TO PROGRAM P81-103.

P-81-102 LOAD BASIC INDEX/CLASS MASTERS


FROM EDP CONTROL
FROM EDP CONTROL
BASIC INDEX RECORD
CLASS MASTERS
P81-102
EDIT CAPTURE
RANDOM TRANSACTIONS
P81-103

P81-103 SORT BASIC INDEX AND CLASS MASTER FILE

PROGRAM DESCRIPTION

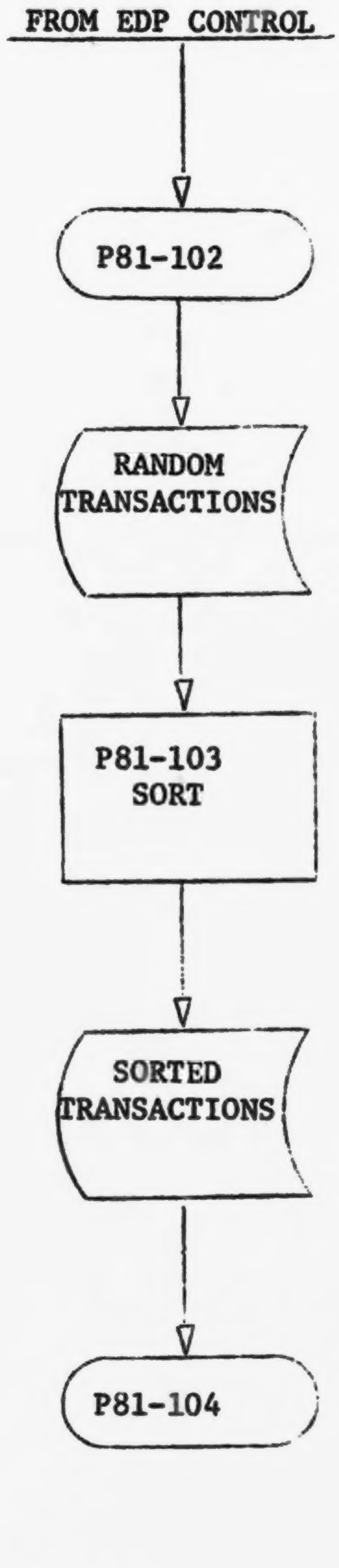
PURPOSE: SORT BASIC INDEX AND CLASS MASTER TRANSACTION FILE TO TICKET NUMBER SEQUENCE.

INPUT: BASIC INDEX AND CLASS MASTER TRANSACTION FILE CREATED FROM PROGRAM P81-102.

OUTPUT: BASIC INDEX AND CLASS MASTER TRANSACTION FILE IN TICKET NUMBER SEQUENCE.

NOTE: PROGRAM P81-104 WILL USE THIS OUTPUT AS INPUT TO CREATE AN INDEX SEQUENTIAL CLASS SCHEDULE.

P81-103 SORT BASIC INDEX/CLASS MASTER FILE TO TICKET SEQUENCE


FROM EDP CONTROL
P81-102
RANDOM TRANSACTIONS
P81-103 SORT
SORTED TRANSACTIONS
P81-104

P81-104 CREATE PROJECT FOLLOW-THROUGH CLASS SCHEDULE

PROGRAM DESCRIPTION

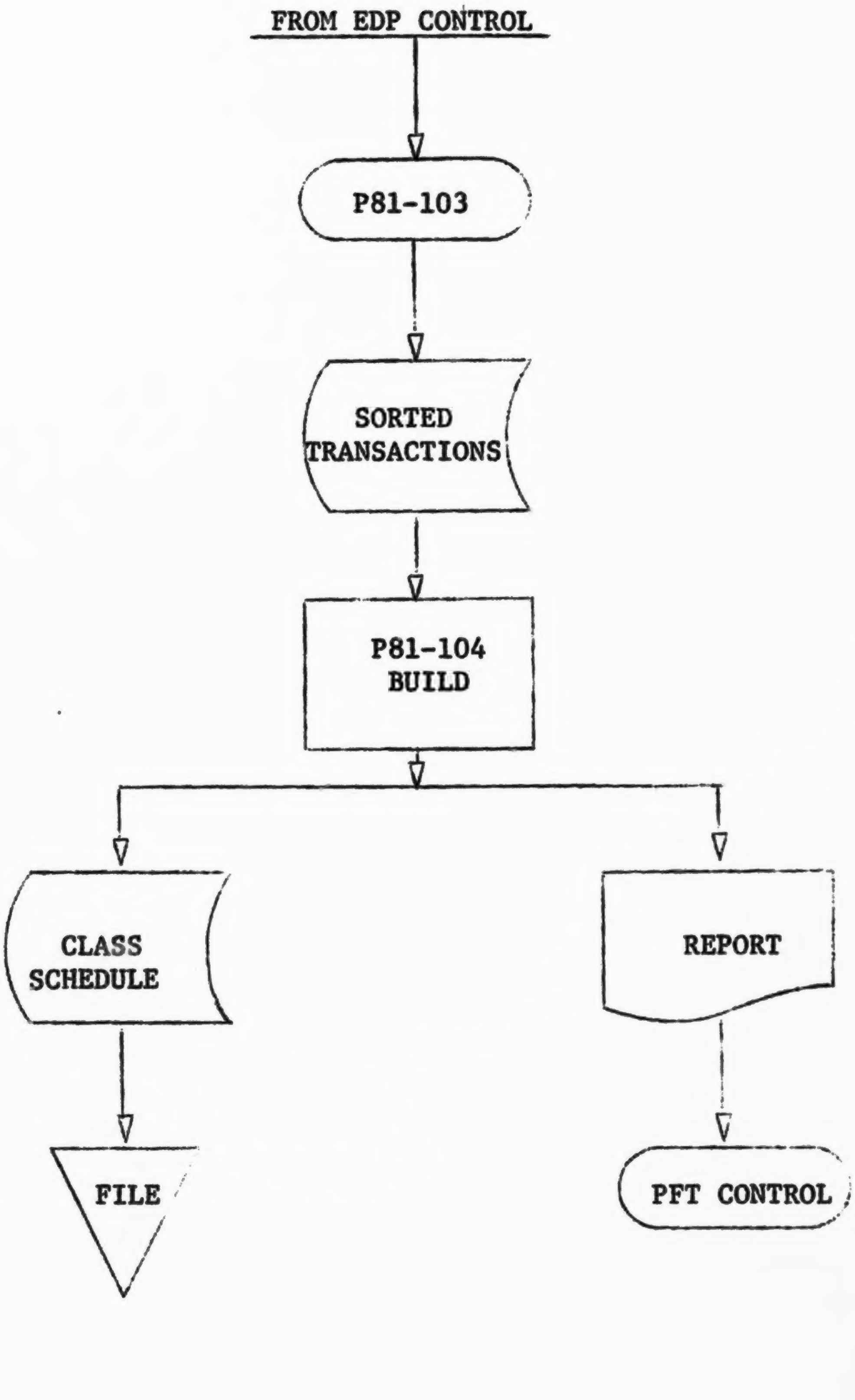
PURPOSE: CREATE AN INDEX SEQUENTIAL CLASS SCHEDULE CONTAINING INFORMATION NECESSARY TO SUPPORT PROJECT FOLLOW-THROUGH.

SCOPE: ONCE THIS CLASS SCHEDULE HAS BEEN CREATED, IT WILL BE USED TO CALCULATE THE TOTAL UNIT LOAD OF AN INSTRUCTION WHICH IN TURN WILL BE USED TO CALCULATE THE COST OF EACH SECTION OFFERED.

INPUT: SORTED OUTPUT OF PROGRAM P81-103.

OUTPUT: INDEX SEQUENTIAL CLASS SCHEDULE. (SEE RECORD LAYOUT)

P81-104 CREATE CLASS SCHEDULE

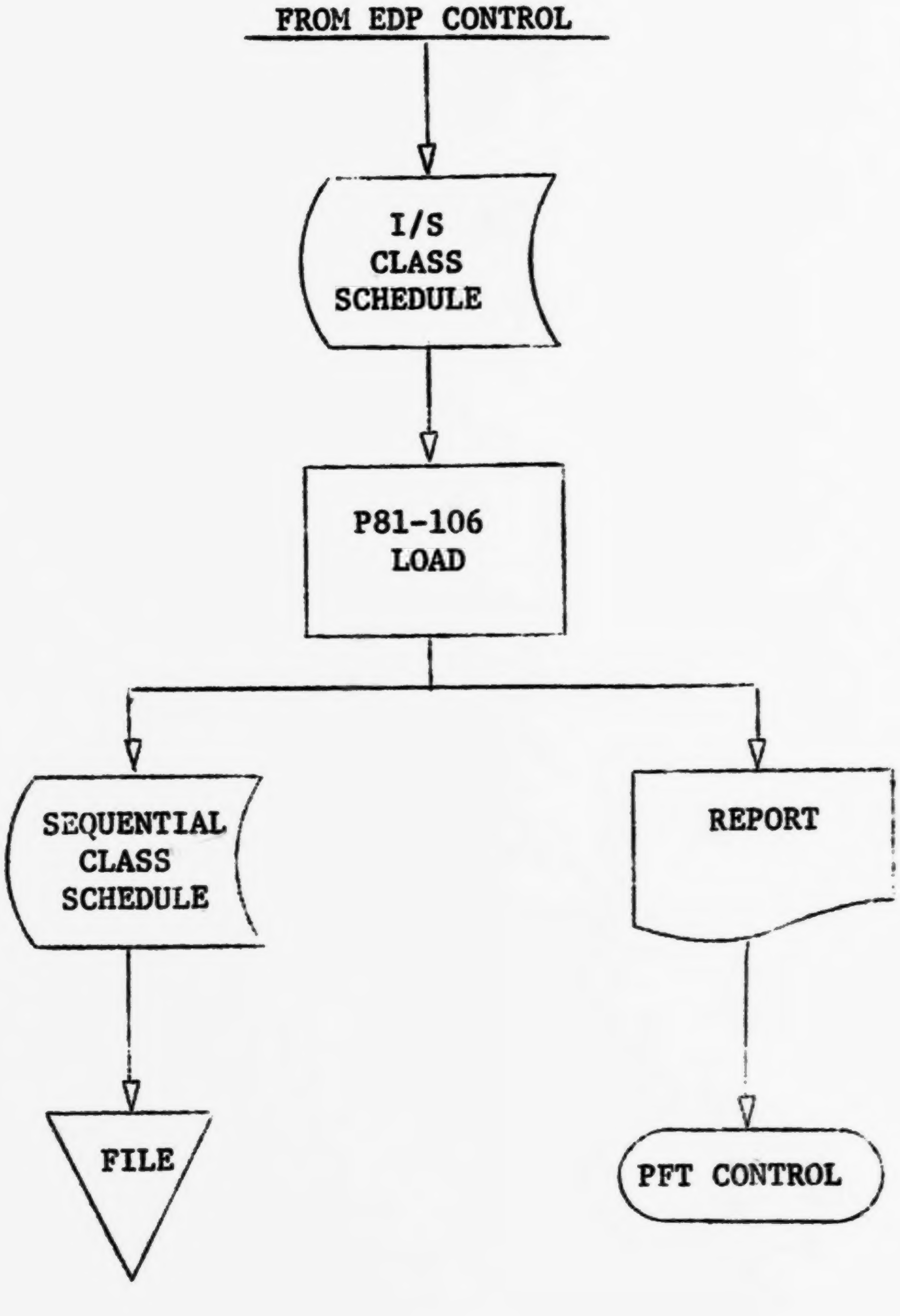

FROM EDP CONTROL
P81-103
SORTED TRANSACTIONS
P81-104 BUILD
CLASS SCHEDULE
REPORT
FILE
PFT CONTROL

P81-106 LOAD INDEX SEQUENTIAL CLASS SCHEDULE TO SEQUENTIAL FILE

PROGRAM DESCRIPTION

PURPOSE:	CREATE A SEQUENTIAL CLASS SCHEDULE.
SCOPE:	BUILD A SEQUENTIAL CLASS SCHEDULE. THIS FILE WILL BE USED AS INPUT TO SORT PROGRAM P81-107.
INPUT:	INDEX SEQUENTIAL CLASS SCHEDULE. (SEE RECORD LAYOUT)
OUTPUT:	SEQUENTIAL CLASS SCHEDULE
NOTE:	SORT PROGRAM P81-107 WHICH WILL BE EXECUTED AGAINST THE OUTPUT OF THIS PROGRAM.

P81-106 LOAD INDEX/SEQUENTIAL CLASS SCHEDULE TO SEQUENTIAL FILE


FROM EDP CONTROL
I/S CLASS SCHEDULE
P81-106 LOAD
SEQUENTIAL CLASS SCHEDULE
REPORT
FILE
PFT CONTROL

P81-107 SORT SEQUENTIAL CLASS SCHEDULE

PROGRAM DESCRIPTION

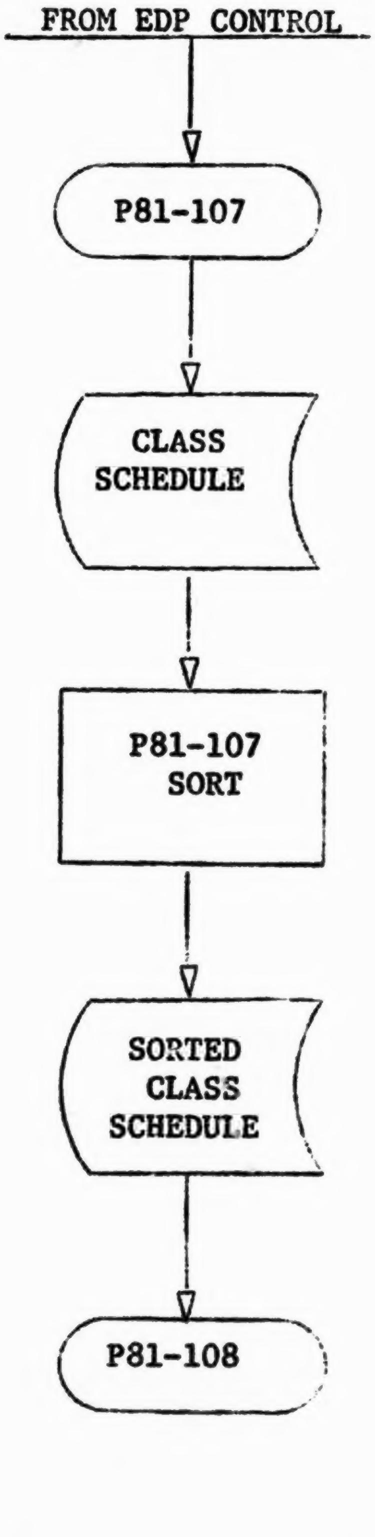
PURPOSE: SORT THE CLASS SCHEDULE INTO INSTRUCTOR CODE SEQUENCE.

SCOPE: THE OUTPUT OF THIS SORT WILL BE USED AS INPUT TO PROGRAM P81-108. PROGRAM P81-108 WILL UPDATE THE INSTRUCTOR FILE WITH TOTAL UNIT LOAD.

INPUT: SEQUENTIAL CLASS SCHEDULE PRODUCED FROM PROGRAM P81-106.

OUTPUT: SORTED CLASS SCHEDULE IN INSTRUCTOR CODE SEQUENCE.

P81-107 SORT SEQUENTIAL CLASS SCHEDULE

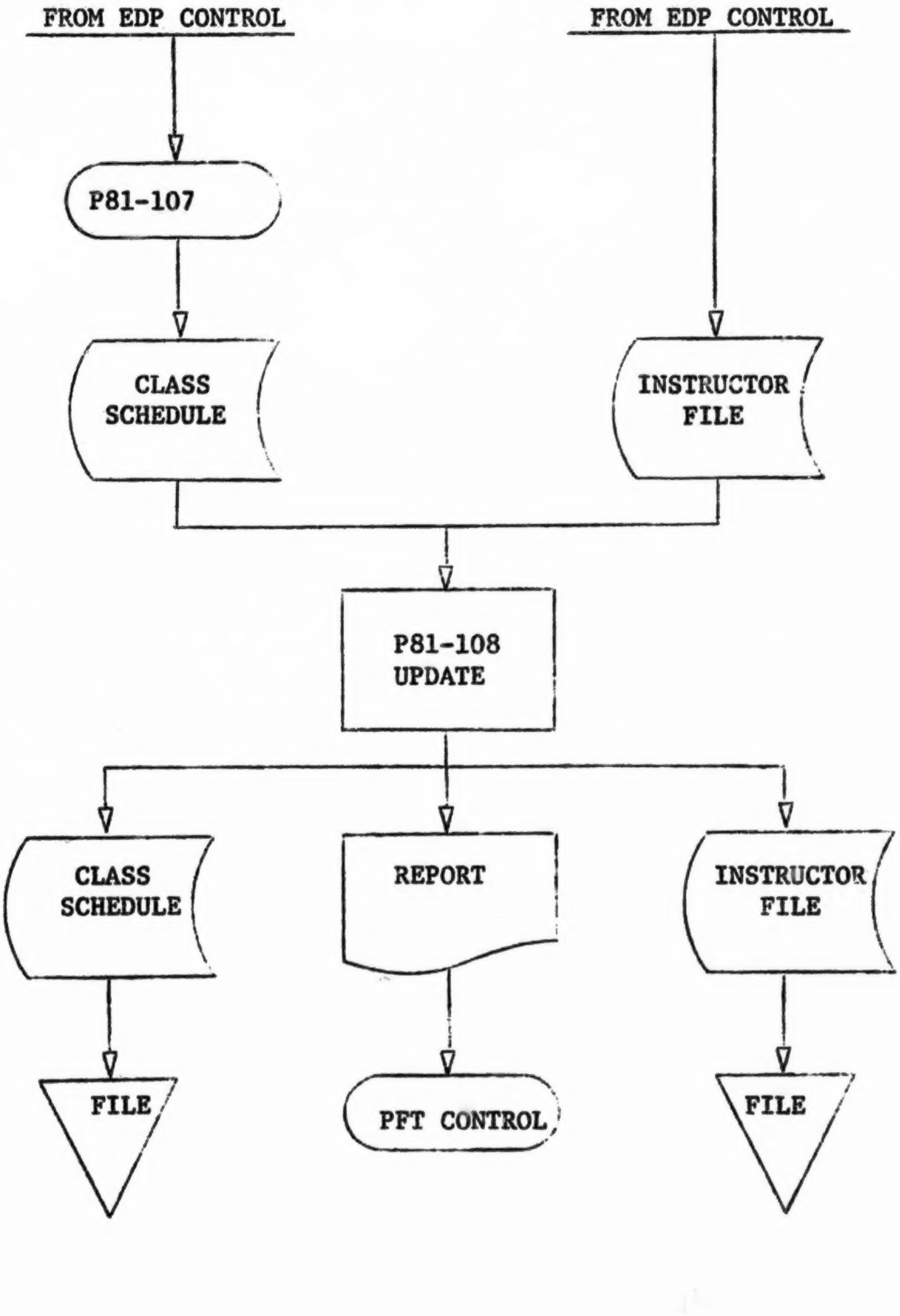

FROM EDP CONTROL
P81-107
CLASS SCHEDULE
P81-107 SORT
SORTED CLASS SCHEDULE
P81-108

P81-108 UPDATE INSTRUCTOR FILE WITH TOTAL UNIT LOAD

PROGRAM DESCRIPTION

PURPOSE:	CALCULATE INSTRUCTOR UNIT LOAD AND UPDATE INSTRUCTOR FILE.
SCOPE:	TOTAL DAY UNIT LOAD WILL BE CALCULATED AND UPDATED INTO INSTRUCTOR FILE.
INPUT:	SORTED OUTPUT OF PROGRAM P81-107.
OUTPUT:	UPDATED INSTRUCTOR FILE.

P81-108 UPDATE INSTRUCTOR FILE WITH TOTAL UNITS


FROM EDP CONTROL
FROM EDP CONTROL
P81-107
CLASS SCHEDULE
INSTRUCTOR FILE
P81-108 UPDATE
CLASS SCHEDULE
REPORT
INSTRUCTOR FILE
FILE
PFT CONTROL
FILE

P81-110 UPDATE CLASS SCHEDULE WITH COST

PROGRAM DESCRIPTION

PURPOSE: UPDATE CLASS SCHEDULE WITH COST.

SCOPE: COST IS DETERMINED BY TWO METHODS:

1) EVENING CLASS = HOURLY RATE X (NUMBER OF HOURS CLASS MEETS - HOLIDAY HOURS)

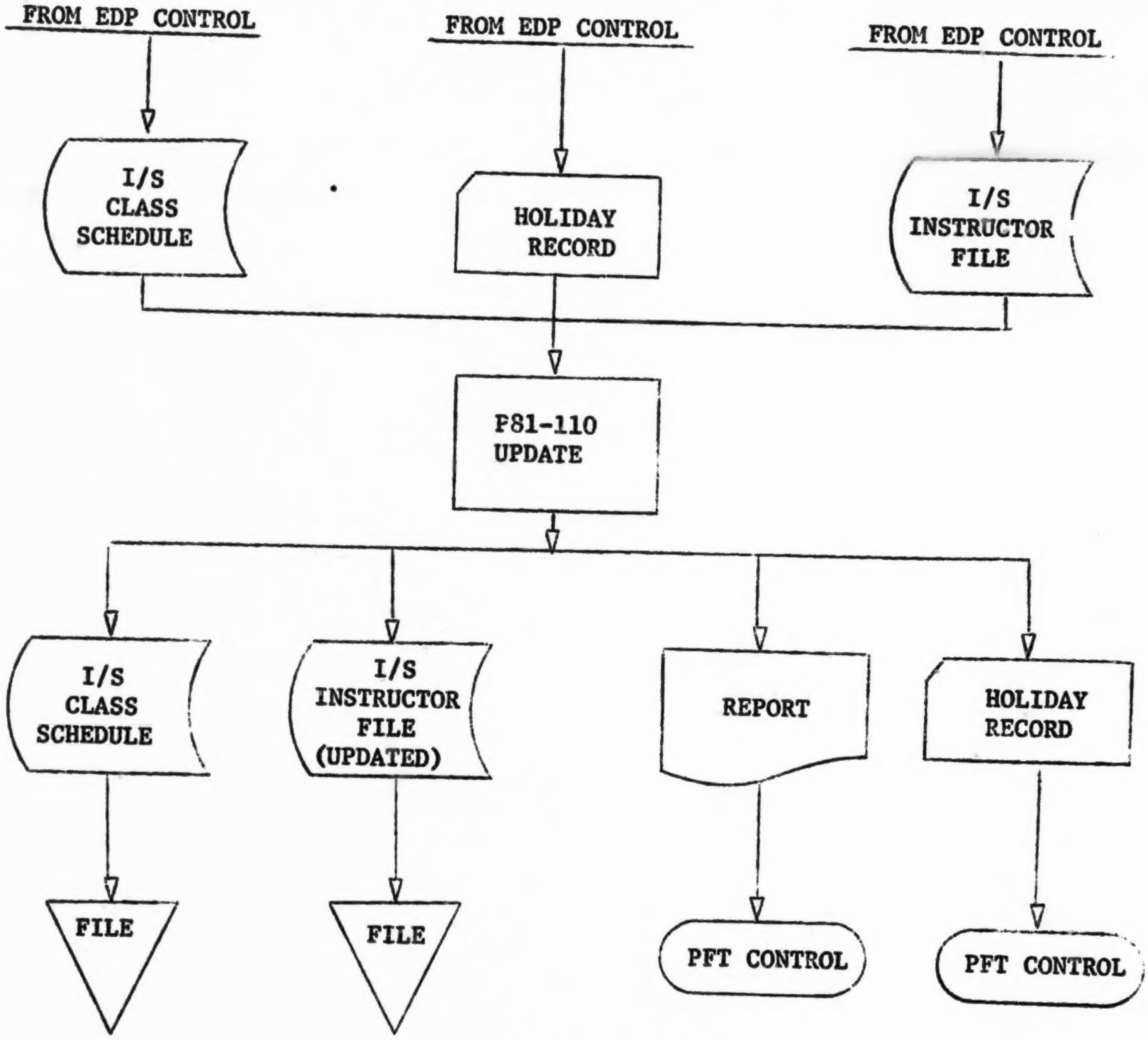
2) DAY CLASS = $\frac{\text{NUMBER OF UNITS}}{\text{UNIT LOAD}}$ X 1/2 SALARY

INPUT:
INSTRUCTOR FILE.
CLASS SCHEDULE.

OUTPUT:
REPORT OF COST.
UPDATED CLASS SCHEDULE.

ORANGE COAST JUNIOR COLLEGE DISTRICT
PROJECT FOLLOW-THROUGH
SEPTEMBER, 1969
SECTION IV
GENERAL SYSTEM PROCEDURE - -
PROGRAM FLOWCHART

P81-110 UPDATE CLASS SCHEDULE WITH COST


FROM EDP CONTROL
FROM EDP CONTROL
FROM EDP CONTROL
I/S CLASS SCHEDULE
HOLIDAY RECORD
I/S INSTRUCTOR FILE
P81-110 UPDATE
I/S CLASS SCHEDULE
I/S INSTRUCTOR FILE (UPDATED)
REPORT
HOLIDAY RECORD
FILE
FILE
PFT CONTROL
PFT CONTROL

P81-402 IN-CLASS QUESTIONNAIRE ANALYSIS

PROGRAM DESCRIPTION

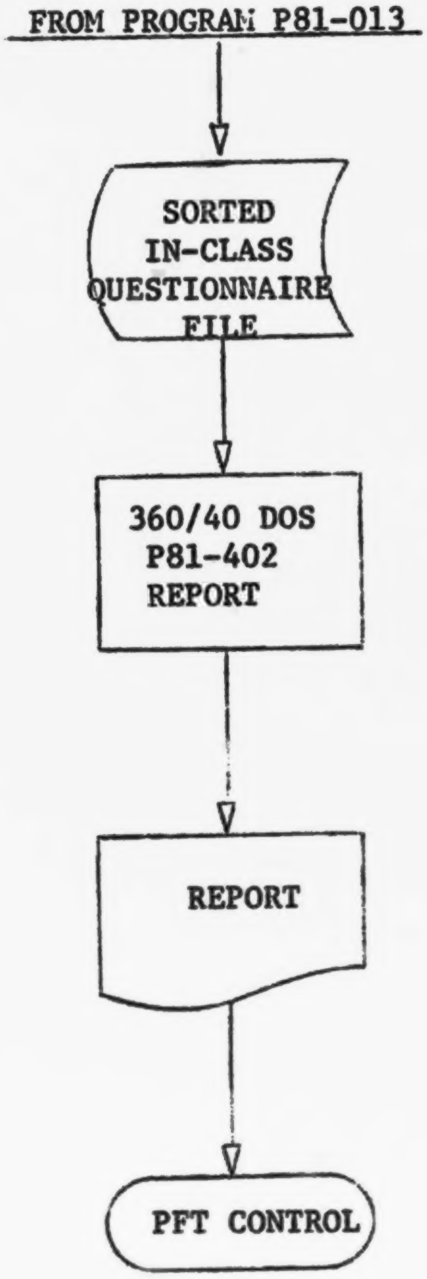
PURPOSE: TO TALLY THE STUDENTS' ANSWERS TO OUR IN-CLASS QUESTIONNAIRE.

SCOPE: STUDENTS' ANSWERS ARE TOTALED AND A SUMMARY REPORT IS PRINTED.

INPUT: IN-CLASS QUESTIONNAIRE FILE FROM ISORT P81-013.

OUTPUT: SUMMARY REPORT OF IN-CLASS QUESTIONNAIRE.

IN-CLASS QUESTIONNAIRE ANALYSIS


FROM PROGRAM P81-013
SORTED IN-CLASS QUESTIONNAIRE FILE
360/40 DOS P81-402 REPORT
REPORT
PFT CONTROL

P81-500 CONVERT IBM 1401 CURRENT MASTER (TAPE-DISK)

PROGRAM DESCRIPTION

PURPOSE: ALLOW CONVERSION FROM IBM 1401 TAPE TO IBM SYSTEM 360/40.

SCOPE: THE MASTER FILE CREATED FROM THE DISTRICT DATA PROCESSING'S CURRENT STUDENT MASTER FILE RESIDES IN A TAPE.

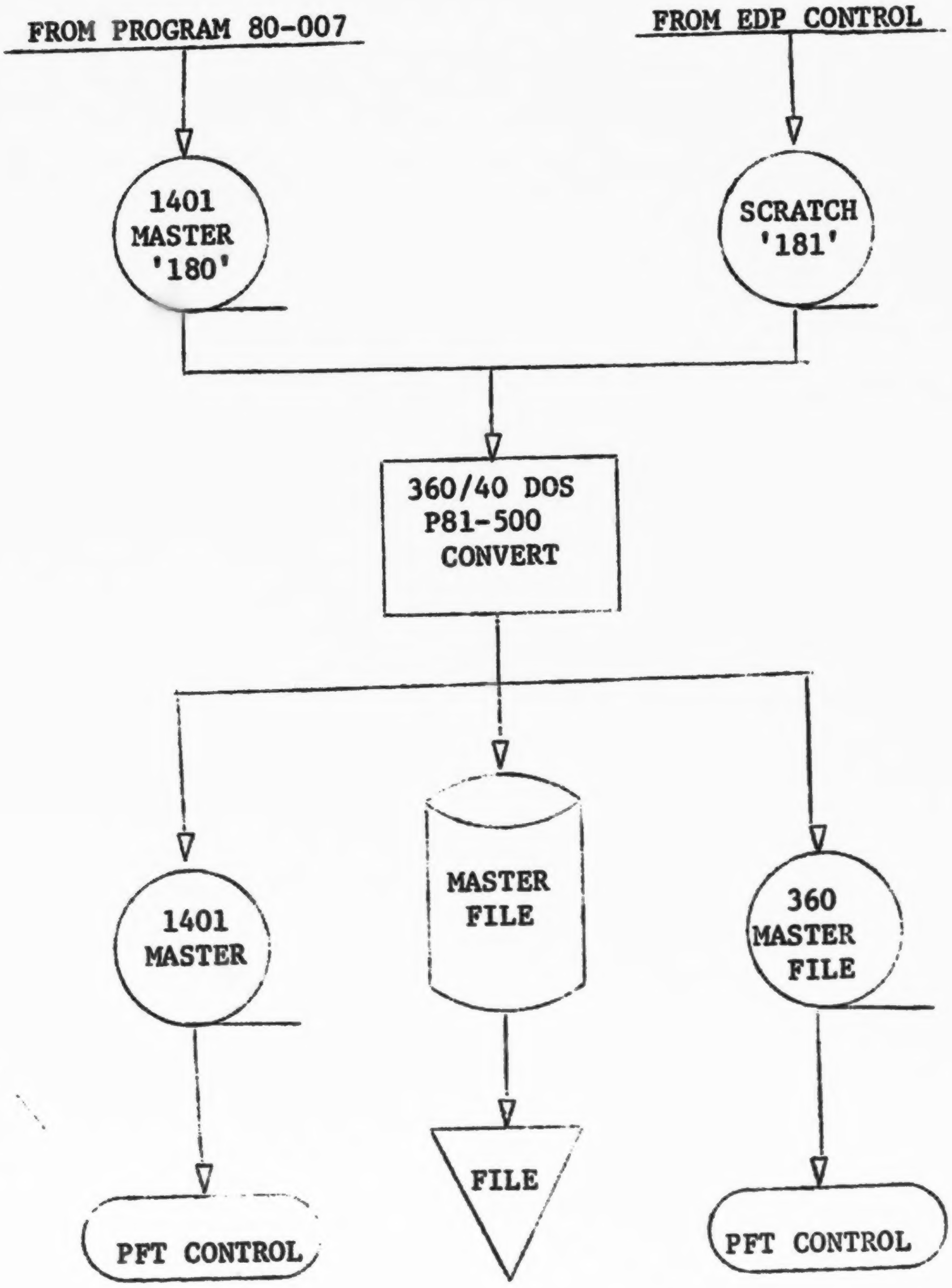
THE FOLLOWING PROCEDURE MUST TAKE PLACE BEFORE CONVERSION IS ACCOMPLISHED:

1. A SCRATCH TAPE WILL BE MOUNTED ON TAPE DRIVE '181' AND THE 1401 MASTER FILE ON DRIVE '180.'
2. THE UTILITY 'DEBE' WILL (1) SPACE FORWARD ONE BLOCK ON DRIVE '180,' (2) WRITE A TAPE MARK ON '181' (SCRATCH), AND (3) COPY '180' (MASTER) TO DRIVE '181.' AN END OF JOB WILL TERMINATE THE 'DEBE' UTILITY.
3. PROGRAM P81-500 WILL THEN BE EXECUTED ON THE JOB STREAM WHICH WILL ACCOMPLISH THE CONVERSION.

INPUT: IBM 1401 MASTER FILE (TAPE)
IBM 360 SCRATCH TAPE

OUTPUT: IBM SYSTEM 360/40 MASTER (DISK)

P81-500 CONVERT 1401 MASTER FILE TO IBM SYSTEM 360/40 DISK FILE


FROM PROGRAM 80-007
FROM EDP CONTROL
1401 MASTER '180'
SCRATCH '181'
360/40 DOS P81-500 CONVERT
1401 MASTER
MASTER FILE
360 MASTER FILE
PFT CONTROL
FILE
PFT CONTROL

P81-501 UPDATE MASTER FILE

PROGRAM DESCRIPTION

PURPOSE: UPDATE MASTER FILE WITH NEW, CONTINUING, AND RETURNING STUDENT INFORMATION.

SCOPE: WITHIN THE MASTER FILE, WE HAVE FOUR CLASSIFICATIONS OF STUDENT RECORDS. DEPENDING ON THIS CLASSIFICATION, CERTAIN FIELDS WITHIN THE MASTER RECORD ARE INITIALIZED AND/OR UPDATED.

1. NEW STUDENT - MOST OF THE INFORMATION CONTAINED IN THE DISTRICT'S DATA PROCESSING STUDENT MASTER FILE IS RE-FORMATED AND ENTERED INTO THIS SYSTEM.

   THE CLASSIFICATION CODE IS SET TO 1 FOR BOTH FALL AND SPRING ENTERING STUDENTS, OTHERWISE (SUMMER APPLICANTS) THE CODE IS SET TO BLANK.

2. CONTINUING STUDENT - THE DATA CONTAINED IN THIS RECORD WILL BE UPDATED WITH NEW INFORMATION SUCH AS ADDRESS CHANGES, CURRENT UNIT LOAD, AND OTHER LIKE INFORMATION.

   THE CLASSIFICATION CODE WILL BE SET TO 2.

3. RETURNING STUDENT - WILL BE PROCESSED MUCH THE SAME AS CONTINUING STUDENT EXCEPT FOR THE FOLLOWING TWO FIELDS:

   A. A FIELD WHICH CONTAINS THE NUMBER OF SEMESTERS IN WHICH THE STUDENT HAS NOT RETURNED WILL BE SET TO ZERO.

   B. A FIELD WHICH CONTAINS THE NUMBER OF TIMES A STUDENT HAS RETURNED WILL BE UPDATED.

   THE CLASSIFICATION CODE WILL BE SET TO 3.

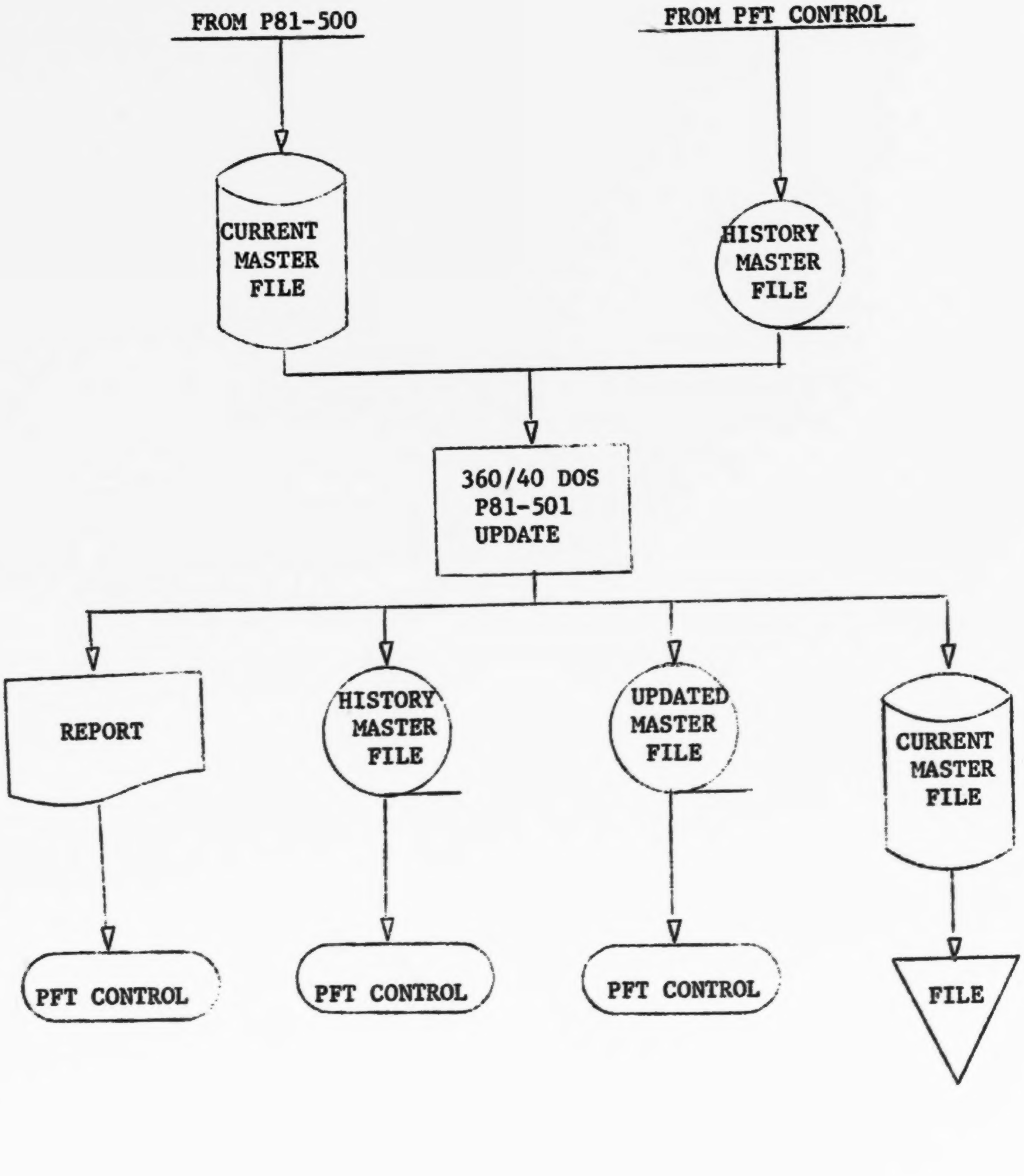
4. NON-RETURNING STUDENT - A FIELD CONTAINING THE NUMBER OF SEMESTERS THE STUDENT HAS NOT RETURNED WILL BE UPDATED FOR PURPOSES OF FOLLOW-UP AND DELETION.

   THE CLASSIFICATION CODE WILL BE SET TO 4.

INPUT: PROJECT FOLLOW-THROUGH MASTER FILE (TAPE).
CURRENT STUDENT MASTER FILE (DISK) FROM P81-500.

OUTPUT: REPORT.
UPDATED PROJECT FOLLOW-THROUGH MASTER FILE.

UPDATE MASTER FILE WITH CURRENT REGISTRATION


FROM P81-500
FROM PFT CONTROL
CURRENT MASTER FILE
HISTORY MASTER FILE
360/40 DOS P81-501 UPDATE
REPORT
HISTORY MASTER FILE
UPDATED MASTER FILE
CURRENT MASTER FILE
PFT CONTROL
PFT CONTROL
PFT CONTROL
FILE

P81-502 LOAD REGISTRATION DATA

PROGRAM DESCRIPTION

PURPOSE: BUILD A SEQUENTIAL TRANSACTION FILE.

SCOPE: TWO FORMS USED IN GATHERING INFORMATION DURING THE PROCESS OF REGISTRATION ARE:

1. APPLICATION FOR ADMISSION - THE INFORMATION OBTAINED THROUGH THE USE OF THIS FORM IS COLLECTED FROM THOSE STUDENTS WHO HAVE NEVER APPLIED FOR ENROLLMENT AT EITHER ORANGE COAST OR GOLDEN WEST COLLEGE.
2. SEMESTER ENROLLMENT QUESTIONNAIRE - THIS INFORMATION IS GATHERED EACH SEMESTER.

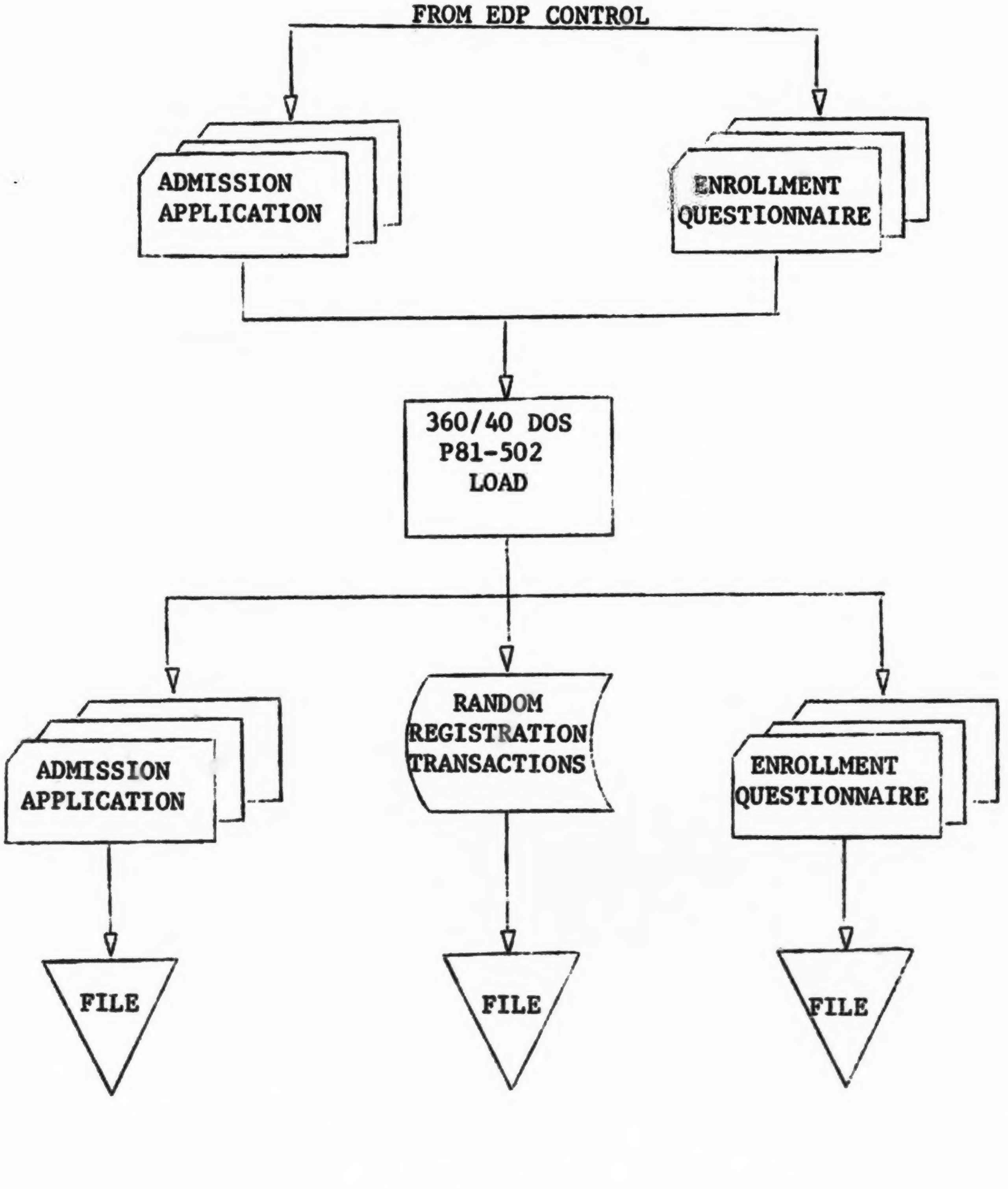
THESE FORMS ARE AUDITED AND SENT TO THE KEY PUNCH SECTION WHERE THE INFORMATION IS PUNCHED INTO CARD STOCK AND USED AS INPUT TO THIS SYSTEM.

INPUT: APPLICATION FOR ADMISSION (CARD).
SEMESTER ENROLLMENT QUESTIONNAIRE (CARD).

OUTPUT: TRANSACTION FILE (DISK).

NOTE: SEQUENCE OF CARDS MAY BE IN RANDOM ORDER.

LOAD REGISTRATION DATA TO SEQUENTIAL DISK FILE


FROM EDP CONTROL
ADMISSION APPLICATION
ENROLLMENT QUESTIONNAIRE
360/40 DOS
P81-502
LOAD
ADMISSION APPLICATION
RANDOM REGISTRATION TRANSACTIONS
ENROLLMENT QUESTIONNAIRE
FILE
FILE
FILE

P81-503 SORT REGISTRATION FILE

PROGRAM DESCRIPTION

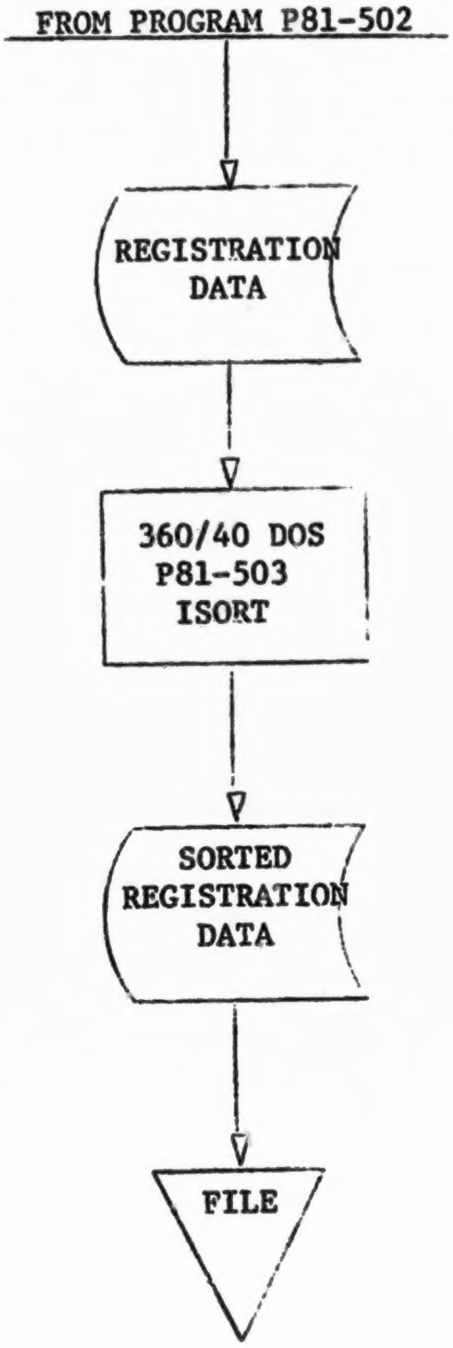
PURPOSE: SORT REGISTRATION FILE TO TICKET AND I.D. NUMBER SEQUENCE.

SCOPE: THE OUTPUT OF THIS SORT WILL BE INPUT TO PROGRAM P81-504.

INPUT: SEQUENTIAL REGISTRATION FILE.

OUTPUT: SORTED REGISTRATION FILE.

SORT REGISTRATION FILE


FROM PROGRAM P81-502
REGISTRATION DATA
360/40 DOS
P81-503
ISORT
SORTED REGISTRATION DATA
FILE

P81-504 UPDATE MASTER FILE WITH REGISTRATION DATA

PROGRAM DESCRIPTION

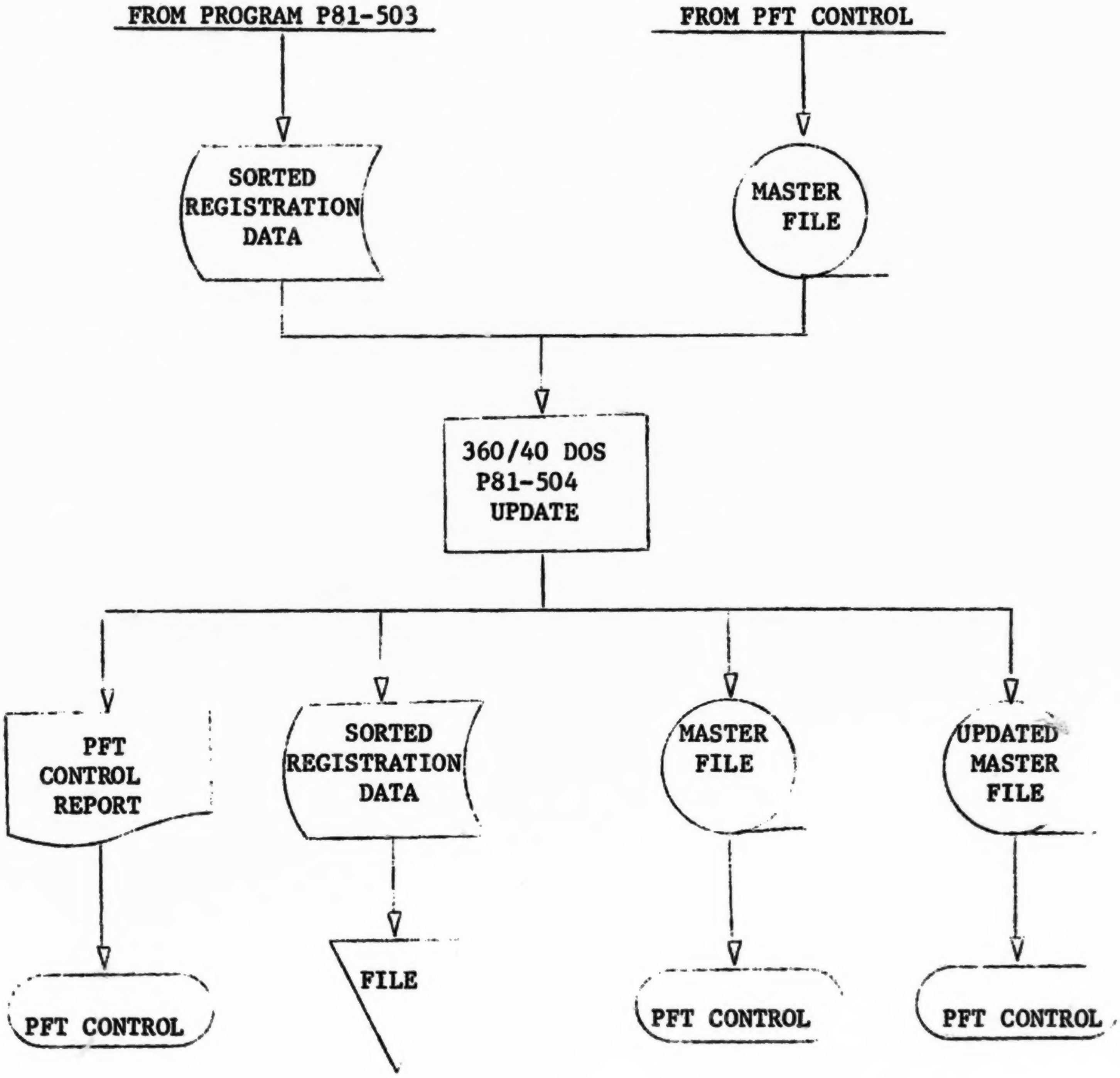
PURPOSE: SUPPORT PROJECT FOLLOW-THROUGH.

SCOPE: DURING REGISTRATION, PAGES 2 AND 3 ARE SEPARATED FROM THE ADMISSION APPLICATION FORM AND DELIVERED TO THE CONTROL CLERK OF PROJECT FOLLOW-THROUGH WHERE THEY ARE AUDITED AND FORWARDED TO DISTRICT DATA PROCESSING FOR KEYPUNCHING (SEE CARD LAYOUT). THE SEMESTER ENROLLMENT QUESTIONNAIRE IS COMPLETED BY THE STUDENT DURING REGISTRATION, SENT TO THE CONTROL CLERK OF PROJECT FOLLOW-THROUGH, AND FORWARDED TO THE KEYPUNCH SECTION. ONCE THESE TWO FORMS ARE KEYPUNCHED AND VARIFIED, THEY ARE RANDOMLY LOADED TO A SEQUENTIAL DISK FILE, SORTED TO I.D. NUMBER SEQUENCE, AND BECOME INPUT TO THIS PROGRAM.

INPUT: SORTED REGISTRATION FILE (DISK).
MASTER FILE (TAPE).

OUTPUT: UPDATED MASTER FILE.
REPORT.

UPDATE MASTER FILE WITH REGISTRATION DATA


FROM PROGRAM P81-503
FROM PFT CONTROL
SORTED REGISTRATION DATA
MASTER FILE
360/40 DOS P81-504 UPDATE
PFT CONTROL REPORT
SORTED REGISTRATION DATA
MASTER FILE
UPDATED MASTER FILE
PFT CONTROL
FILE
PFT CONTROL
PFT CONTROL

P81-514 BUILD AN INDEX SEQUENTIAL MASTER FILE

PROGRAM DESCRIPTION

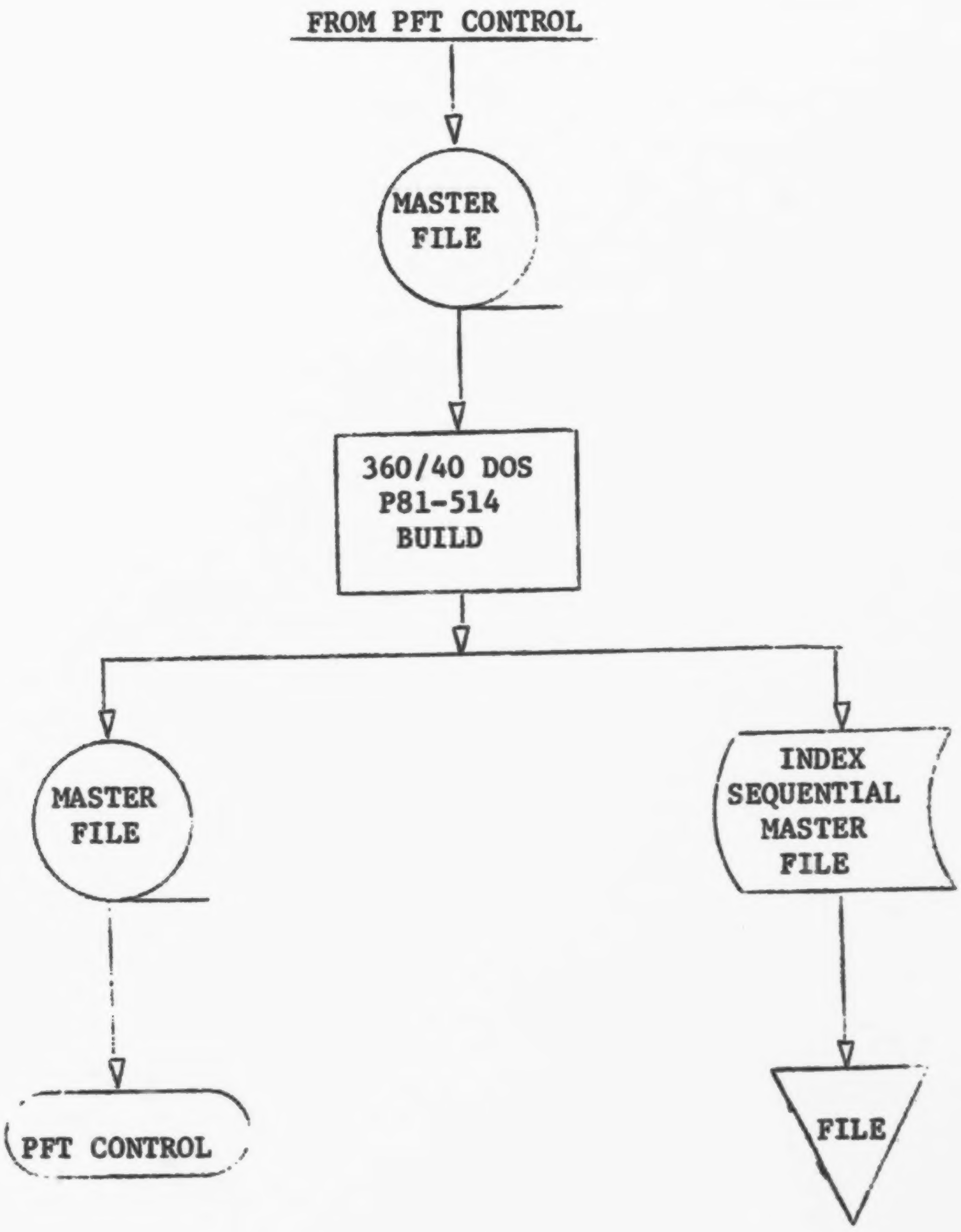
PURPOSE: CREATE AN INDEX SEQUENTIAL MASTER FILE.

SCOPE: THIS TYPE OF FILE ORGANIZATION PROVIDES FOR THE DIRECT RETRIEVING AND/OR UPDATING OF INDIVIDUAL RECORDS. THE "KEY" ASSIGNED TO EACH RECORD IS THE STUDENT'S IDENTIFICATION NUMBER.

INPUT: SEQUENTIAL MASTER FILE IN I.D. NUMBER SEQUENCE (TAPE).

OUTPUT: INDEX SEQUENTIAL MASTER FILE (DISK).

P81-514 BUILD AN INDEX SEQUENTIAL MASTER FILE


FROM PFT CONTROL
MASTER FILE
360/40 DOS
P81-514
BUILD
MASTER FILE
INDEX SEQUENTIAL MASTER FILE
PFT CONTROL
FILE

P81-516 RANDOM UPDATE OF MASTER FILE WITH TELEPHONE QUESTIONNAIRE

PROGRAM DESCRIPTION

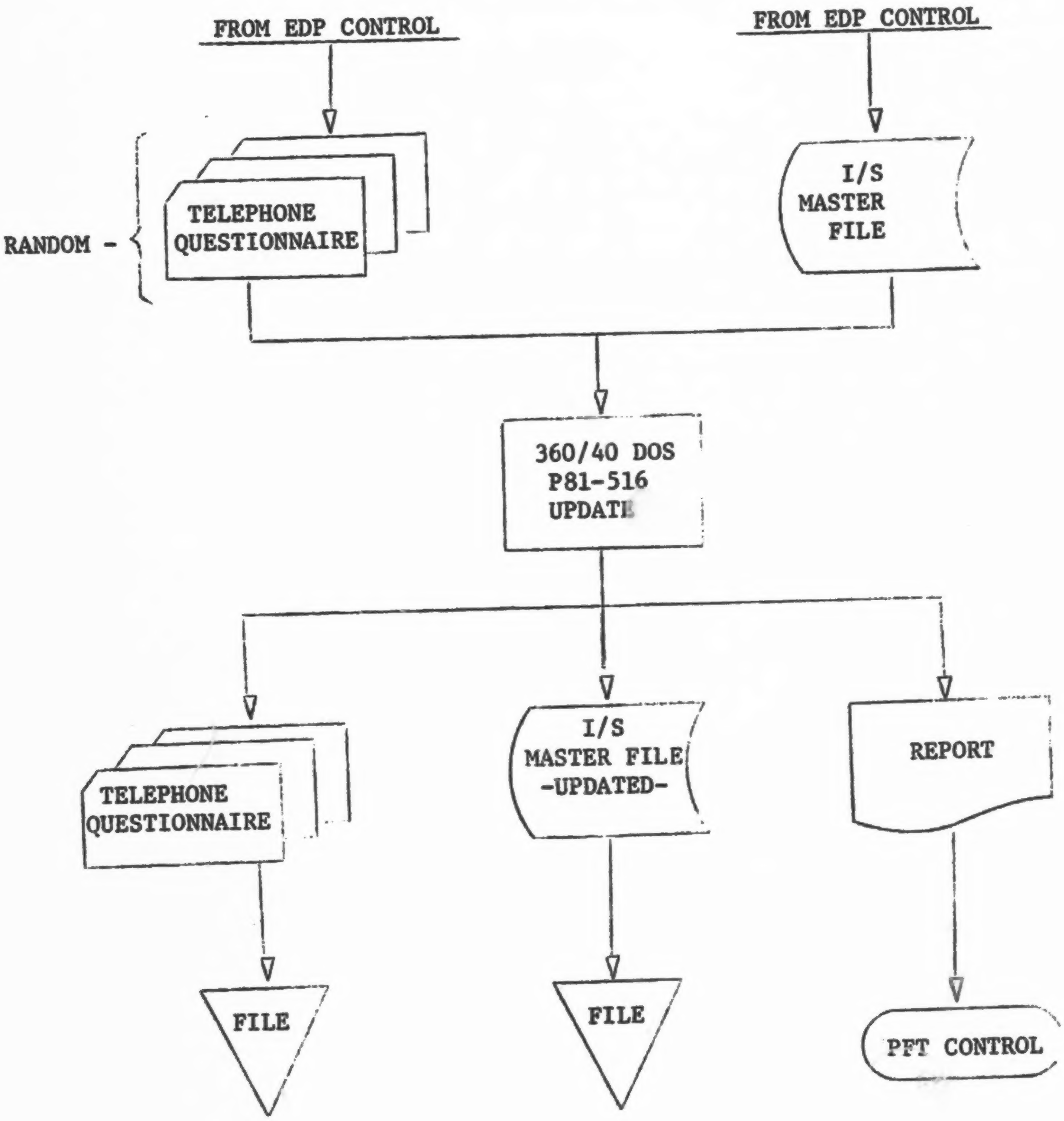
PURPOSE: UPDATE MASTER FILE WITH TELEPHONE QUESTIONNAIRE DATA.

SCOPE: TELEPHONE QUESTIONNAIRES (CARD) ARE RANDOMLY PROCESSED AGAINST THE MASTER FILE. THE MASTER FILE IS UPDATED AND A REPORT OF THIS INFORMATION IS PRODUCED AND FORWARDED TO THE DIRECTOR OF PROJECT FOLLOW-THROUGH.

INPUT: TELEPHONE QUESTIONNAIRE (CARD).
INDEX SEQUENTIAL MASTER FILE.

OUTPUT: UPDATED MASTER FILE.
REPORT.

P81-816 RANDOM UPDATE OF MASTER FILE WITH TELEPHONE QUESTIONNAIRE


FROM EDP CONTROL
FROM EDP CONTROL
RANDOM -
TELEPHONE QUESTIONNAIRE
I/S MASTER FILE
360/40 DOS P81-516 UPDATE
TELEPHONE QUESTIONNAIRE
I/S MASTER FILE -UPDATED-
REPORT
FILE
FILE
PFT CONTROL

P81-518 UPDATE MASTER FILE WITH FOLLOW-UP QUESTIONNAIRES

PROGRAM DESCRIPTION

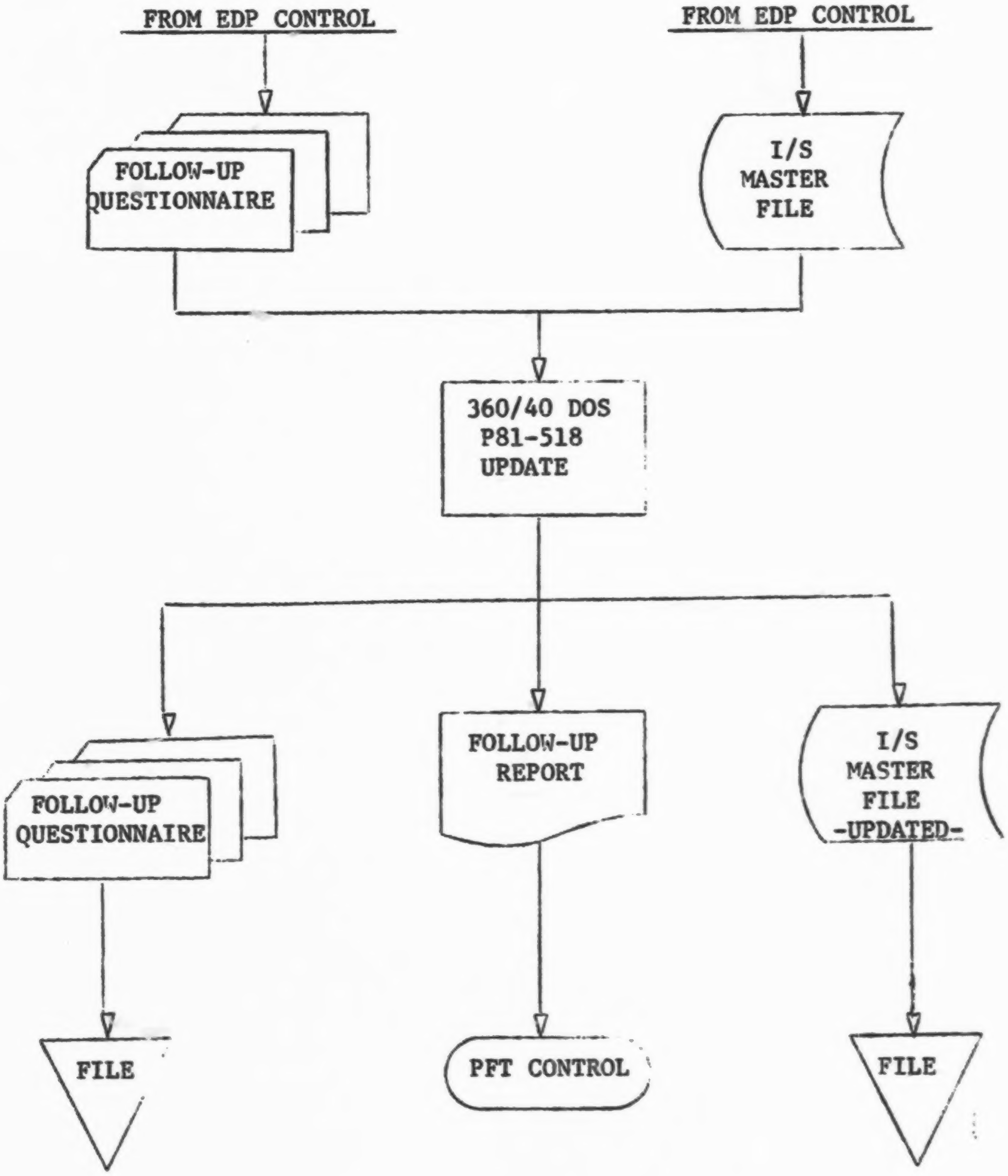
PURPOSE: UPDATE MASTER FILE WITH FOLLOW-UP QUESTIONNAIRES.

SCOPE: FOLLOW-UP QUESTIONNAIRES (CARD) ARE RANDOMLY PROCESSED AGAINST THE INDEX SEQUENTIAL MASTER FILE. THE MASTER FILE IS UPDATED AND A REPORT OF THIS INFORMATION IS PRODUCED AND FORWARDED TO THE DIRECTOR OF PROJECT FOLLOW-THROUGH.

INPUT: FOLLOW-UP QUESTIONNAIRE (CARD).
INDEX SEQUENTIAL MASTER FILE (DISK).

OUTPUT: UPDATED MASTER FILE (DISK).
FOLLOW-UP REPORT (PRINTER).

RANDOM UPDATE OF MASTER FILE WITH FOLLOW-UP QUESTIONNAIRE


FROM EDP CONTROL
FROM EDP CONTROL
FOLLOW-UP QUESTIONNAIRE
I/S MASTER FILE
360/40 DOS P81-518 UPDATE
FOLLOW-UP QUESTIONNAIRE
FOLLOW-UP REPORT
I/S MASTER FILE -UPDATED-
FILE
PFT CONTROL
FILE

P81-800 BUILD ADDRESS FILE FOR NON-RETURNING STUDENTS

PROGRAM DESCRIPTION

PURPOSE: BUILD AN ADDRESS FILE FOR THOSE STUDENTS CLASSIFIED AS NON-RETURNEES.

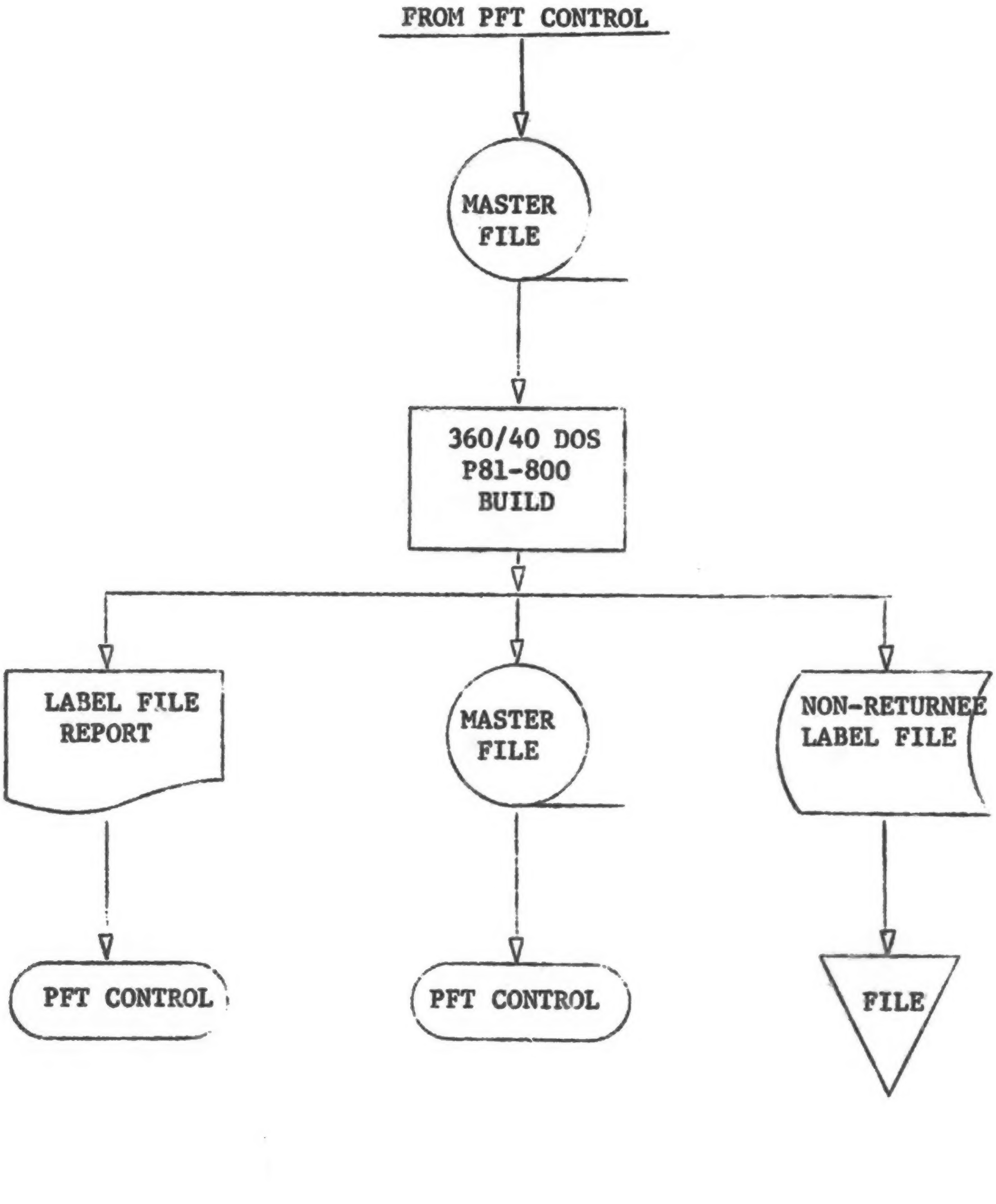
SCOPE: IN ADDITION TO A LISTING, A LABEL FILE WILL BE CREATED FOR THOSE STUDENTS WHOSE TRC CODE IS EQUAL TO 4.

INPUT: MASTER FILE IN I.D. SEQUENCE.

OUTPUT: ADDRESS FILE.

NOTE. PROGRAMS P81-801 and P81-802 WILL USE THIS ADDRESS FILE TO SORT AND PRODUCE THREE-UP LABELS.

BUILD LABEL FILE FOR NON-RETURNEES


FROM PFT CONTROL
MASTER FILE
360/40 DOS
P81-800
BUILD
LABEL FILE REPORT
MASTER FILE
NON-RETURNEE LABEL FILE
PFT CONTROL
PFT CONTROL
FILE

P81-801 SORT ADDRESS FILE TO ZIP CODE SEQUENCE

PROGRAM DESCRIPTION

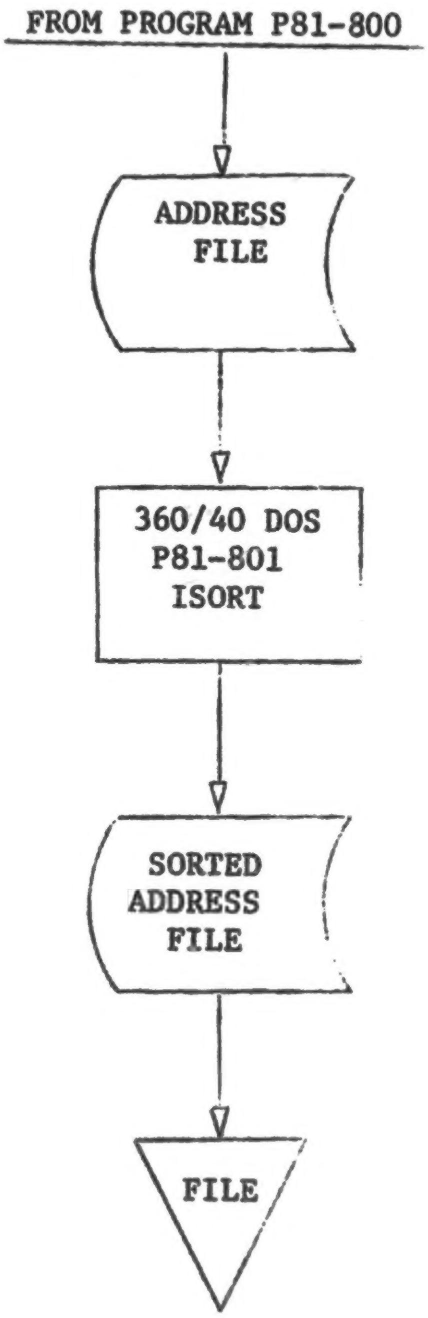
PURPOSE: SORT ADDRESS FILE TO ZIP CODE SEQUENCE.

SCOPE: PROGRAM P81-802 WILL USE THE OUTPUT OF THIS SORT TO PRODUCE ADDRESS LABELS.

INPUT: ADDRESS FILE PRODUCED BY PROGRAM P81-800.

OUTPUT: SORTED ADDRESS FILE IN ZIP CODE SEQUENCE.

SORT ADDRESS FILE TO ZIP CODE SEQUENCE

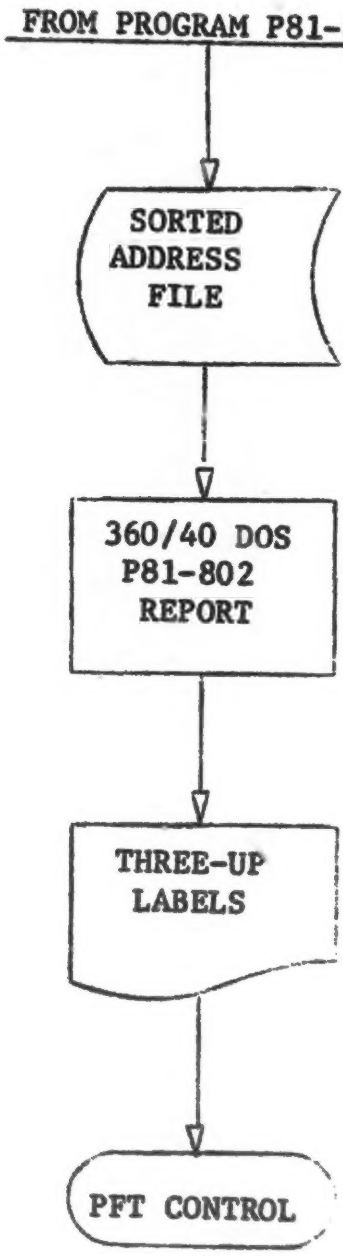

FROM PROGRAM P81-800
ADDRESS FILE
360/40 DOS
P81-801
ISORT
SORTED ADDRESS FILE
FILE

P81-802 PRODUCE THREE-UP LABELS

PROGRAM DESCRIPTION

PURPOSE:	LABELS WILL BE PRODUCED IN ZIP CODE SEQUENCE FOR PURPOSES OF FOLLOW-UP QUESTIONNAIRES.
INPUT:	SORTED ADDRESS FILE.
OUTPUT:	THREE-UP LABELS.

THREE-UP LABELS


FROM PROGRAM P81-801
SORTED ADDRESS FILE
360/40 DOS P81-802 REPORT
THREE-UP LABELS
PFT CONTROL

P81-408 REPORT FORM A-1

PROGRAM DESCRIPTION

PURPOSE: PRODUCE FORM A-1 (APPLICATION FOR APPROVAL OF TRADE AND TECHNICAL EDUCATION CLASSES).

SCOPE: PRODUCE FORM A-1 FOR THE FOLLOWING CLASSIFICATIONS OF COURSES:

- APPRENTICE
- TECHNICAL
- REIMBURSED

INPUT:

A. COURSE RECORD FILE
   1. COURSE TITLE
   2. COURSE NUMBER
   3. OUTLINE NUMBER
   4. ADVISORY COMMITTEE NUMBER
   5. SEMESTER DURING WHICH COURSE IS OFFERED
   6. OCCUPATION CODE
   7. COURSE CODE

B. INSTRUCTOR RECORD
   1. INSTRUCTOR RECORD
   2. INSTRUCTOR NAME
   3. DAY AND TIME COURSE MEETS
   4. TICKET NUMBER
   5. TYPE OF CREDENTIAL
   6. ANNUAL SALARY

C. BASIC INDEX
   1. TICKET NUMBER
   2. COURSE NUMBER

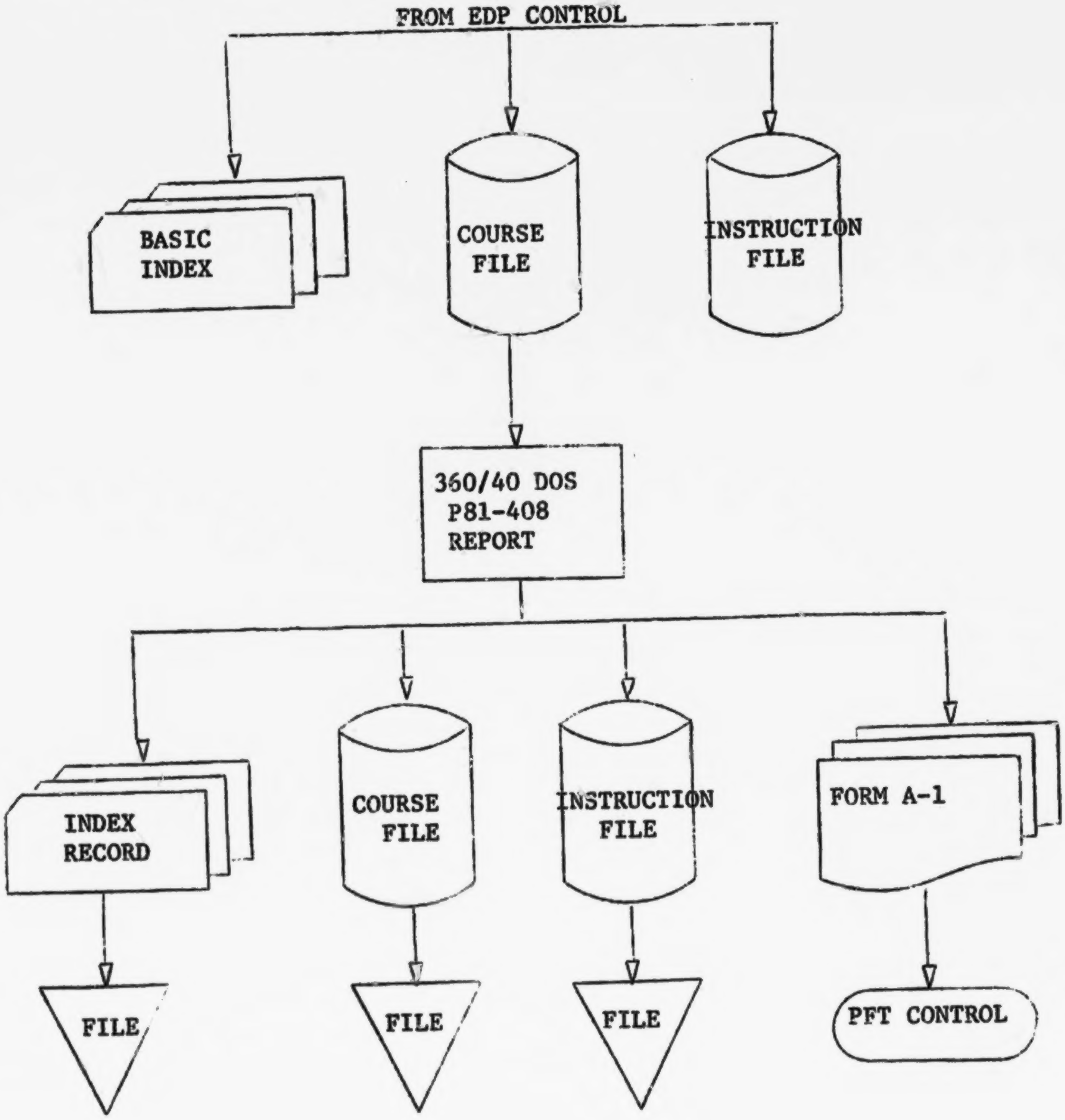
OUTPUT:

A. YEAR TECHNICAL
B. YEAR REIMBURSED
C. YEAR APPRENTICE
D. FALL TECHNICAL
E. FALL REIMBURSED
F. FALL APPRENTICE
G. SPRING TECHNICAL
H. SPRING REIMBURSED
I. SPRING APPRENTICE

THREE COPIES OF THIS APPLICATION MUST BE SUBMITTED TO THE APPROPRIATE REGIONAL OFFICE OF THE BUREAU OF INDUSTRIAL EDUCATION, CALIFORNIA STATE DEPARTMENT OF EDUCATION, WITHIN 30 DAYS AFTER OPENING OF THE CLASSES FOR WHICH APPROVAL IS BEING REQUESTED.

M)

P81-408 REPORT FORM A-1


FROM EDP CONTROL
BASIC INDEX
COURSE FILE
INSTRUCTION FILE
360/40 DOS P81-408 REPORT
INDEX RECORD
COURSE FILE
INSTRUCTION FILE
FORM A-1
FILE
FILE
FILE
PFT CONTROL

P81-410 BUILD AN ANNUAL ENROLLMENT FILE

PROGRAM DESCRIPTION

PURPOSE: BUILD AN ANNUAL ENROLLMENT FILE TO FACILITATE THE PRODUCTION OF THE FOLLOWING TWO REPORTS:

FORM B-1 REPORT OF AUTHORIZED TRADE AND TECHNICAL EDUCATION CLASSES.

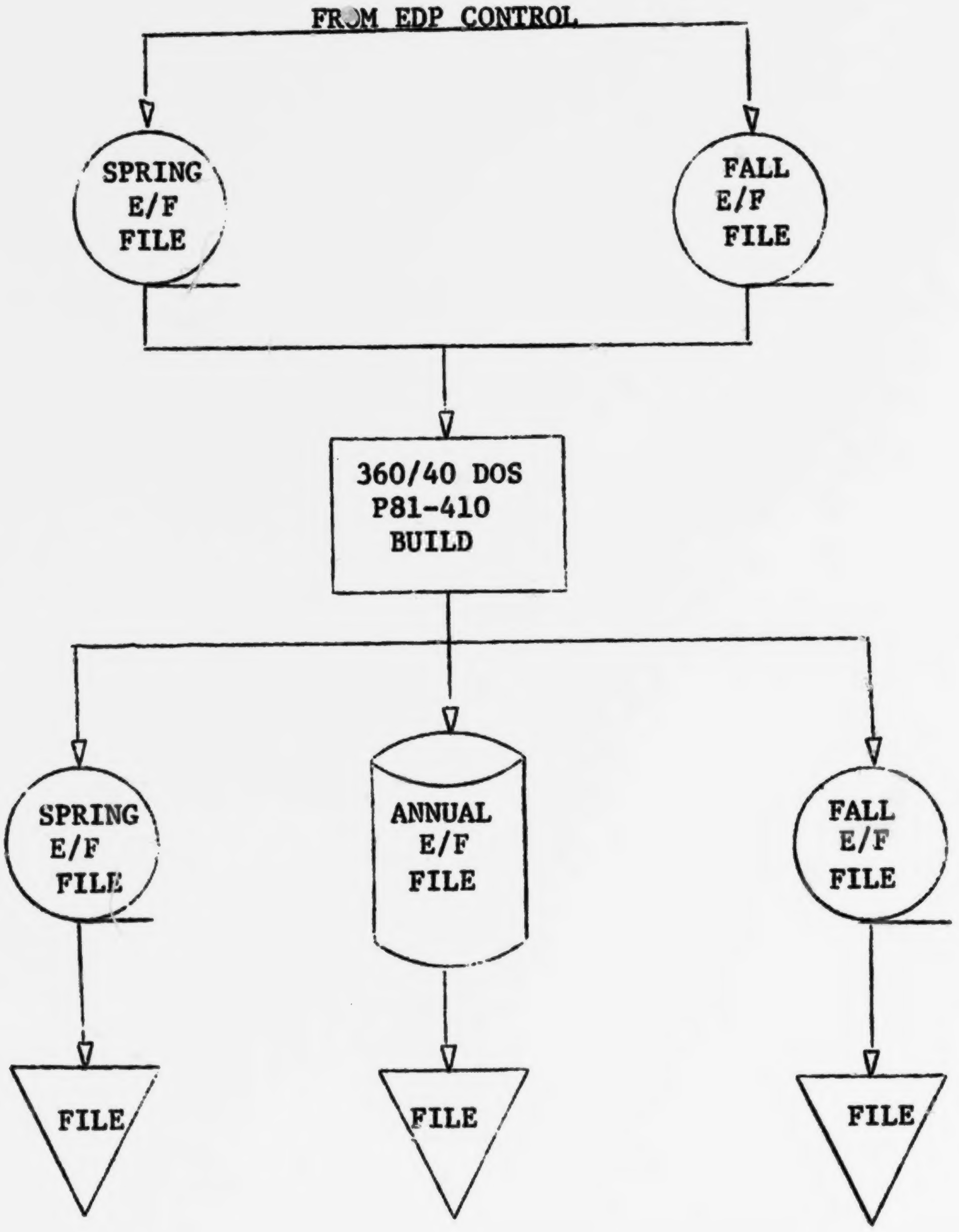
FORM C REPORT OF ENROLLMENT IN TRADE AND INDUSTRIAL EDUCATION CLASSES.

SCOPE: TWO COPIES OF THESE REPORTS MUST BE SUBMITTED TO THE APPROPRIATE REGIONAL OFFICE OF BUREAU OF INDUSTRIAL EDUCATION, CALIFORNIA STATE DEPARTMENT OF EDUCATION, NO LATER THAN JULY 15, FOLLOWING THE CLOSE OF THE SCHOOL YEAR FOR WHICH REIMBURSEMENT IS BEING REQUESTED.

INPUT: FALL AND SPRING ENROLLMENT FILES.

OUTPUT: ANNUAL ENROLLMENT FILE.

P81-410 BUILD ANNUAL ENROLLMENT FILE


FROM EDP CONTROL
SPRING E/F FILE
FALL E/F FILE
360/40 DOS P81-410 BUILD
SPRING E/F FILE
ANNUAL E/F FILE
FALL E/F FILE
FILE
FILE
FILE

P81-411 SORT ANNUAL ENROLLMENT FILE

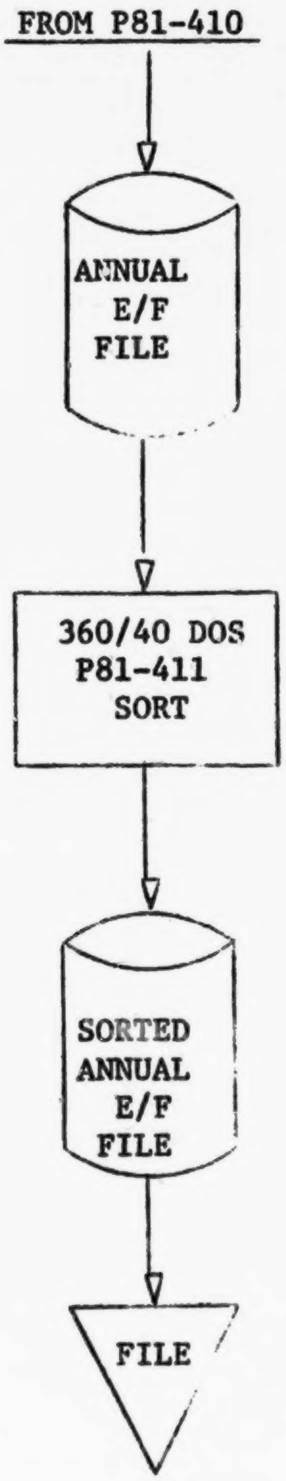
PROGRAM DESCRIPTION

PURPOSE: SORT ANNUAL ENROLLMENT FILE TO COURSE AND INSTRUCTOR NUMBER SEQUENCE.

INPUT: ANNUAL ENROLLMENT FILE.

OUTPUT: SORTED ANNUAL ENROLLMENT FILE.

P81-411 SORT ANNUAL ENROLLMENT FILE


FROM P81-410
ANNUAL
E/F
FILE
360/40 DOS
P81-411
SORT
SORTED
ANNUAL
E/F
FILE
FILE

P81-414 REPORT FORM C

PROGRAM DESCRIPTION

PURPOSE: PRODUCE A REPORT OF ENROLLMENT IN TRADE AND INDUSTRIAL EDUCATION CLASSES.

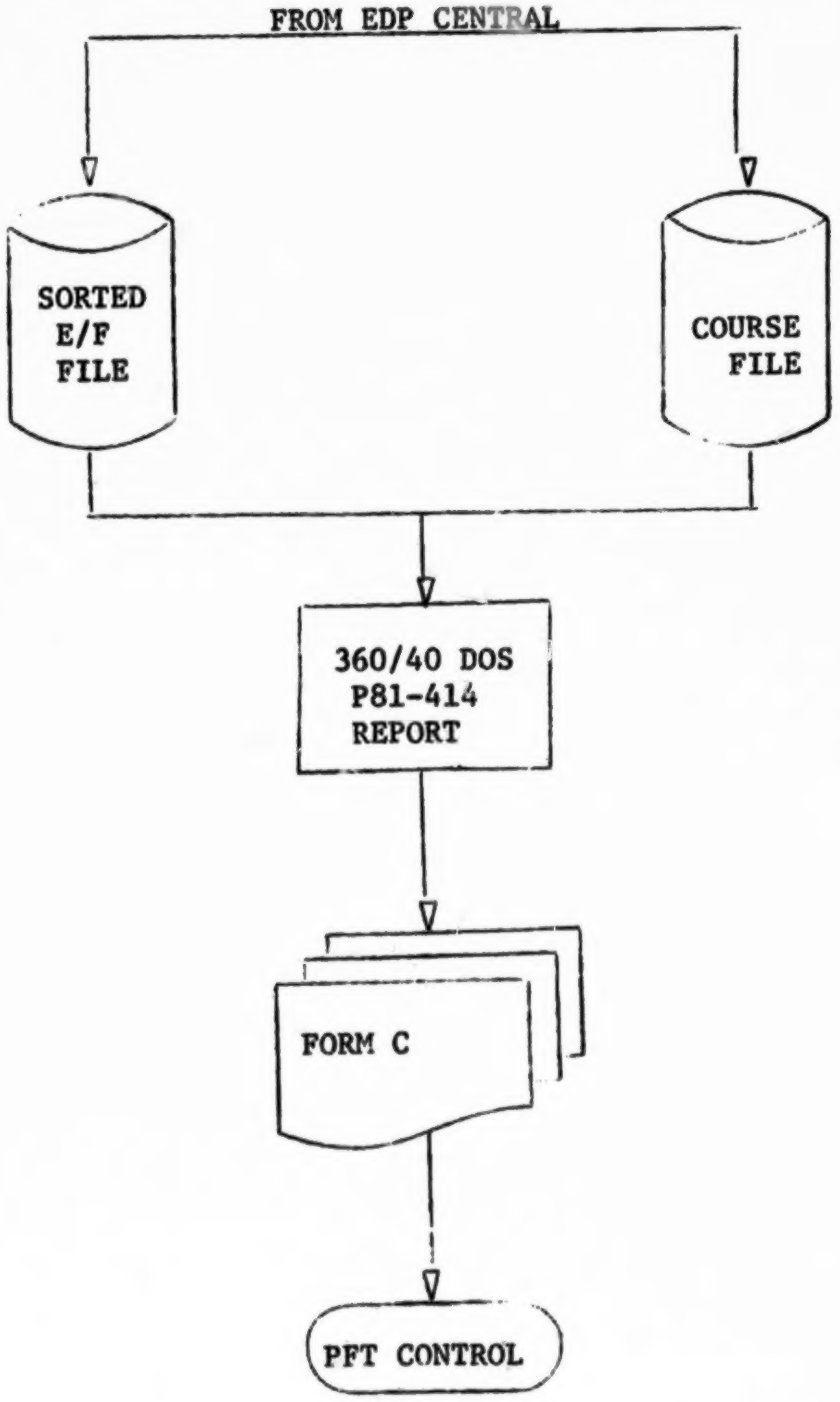
SCOPE: FORM C CONTAINS THE FOLLOWING INFORMATION:

1. OCCUPATIONAL CODE.
2. OCCUPATION.
3. ENROLLMENTS.
   A. PRE-EMPLOYMENT.
   B. EXTENSION.
4. GRAND TOTAL OF ENROLLMENTS.

INPUT: ANNUAL ENROLLMENT FILE.
COURSE FILE.

OUTPUT: FORM C.

P81-414 REPORT FORM C


FROM EDP CENTRAL
SORTED E/F FILE
COURSE FILE
360/40 DOS P81-414 REPORT
FORM C
PFT CONTROL

P81-412 FORM B-1

PROGRAM DESCRIPTION

PURPOSE: PRODUCE A REPORT IN AUTHORIZED TRADE AND TECHNICAL EDUCATION CLASSES.

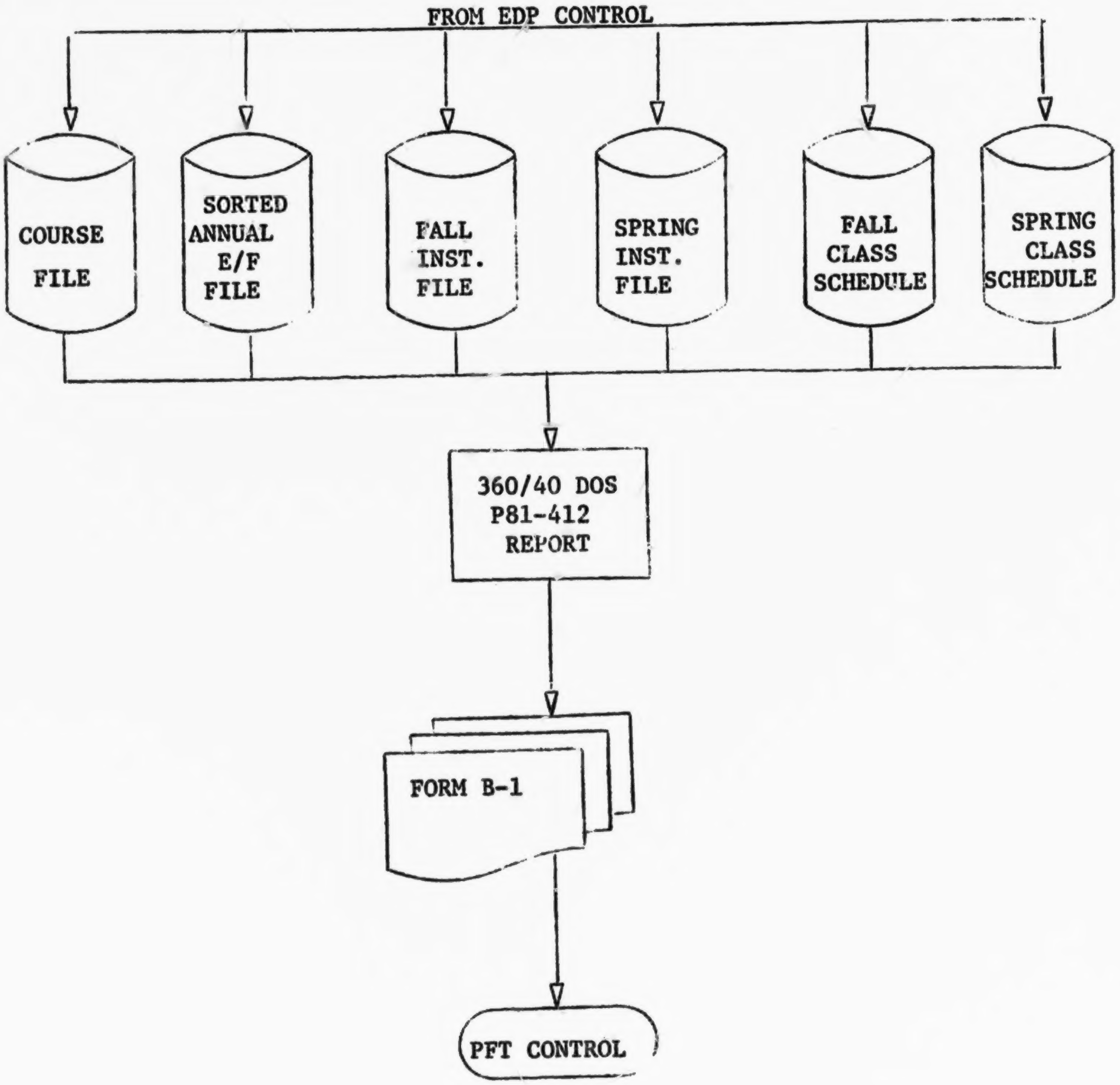
SCOPE: FORM B-1 CONTAINS THE FOLLOWING:

1. CLASS NUMBER.
2. TYPE OF CLASS.
3. COURSE TITLE.
4. COURSE CODE NUMBER.
5. INSTRUCTOR'S NAME.
6. ENROLLMENTS.
7. HOURS OF INSTRUCTION.
8. SALARY FOR THIS CLASS.

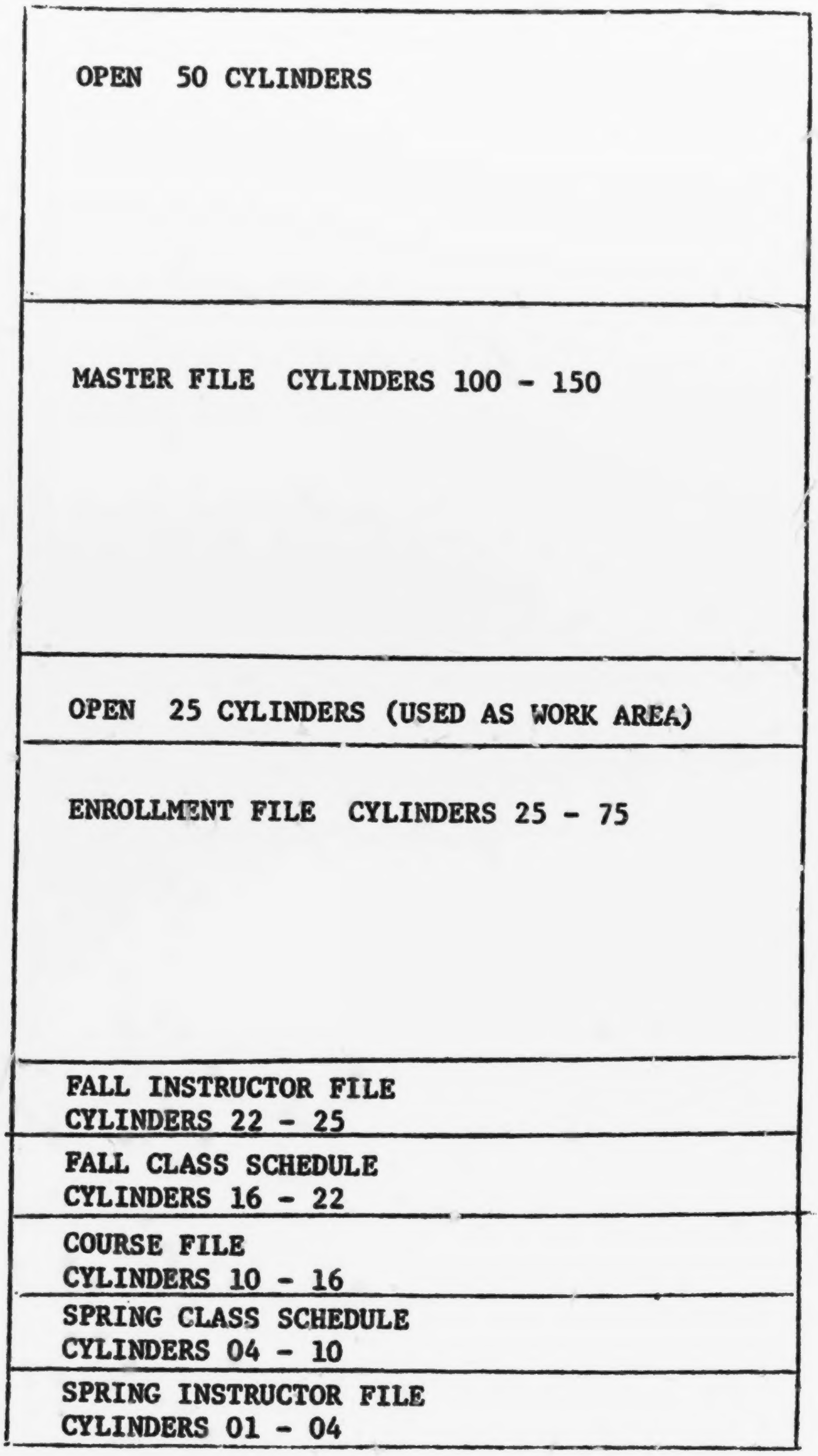
INPUT: ANNUAL ENROLLMENT FILE.
FALL INSTRUCTOR FILE.
SPRING INSTRUCTOR FILE.
FALL CLASS SCHEDULE.
SPRING CLASS SCHEDULE.
COURSE FILE.

OUTPUT: FORM B-1.

P81-412 FORM B-1


FROM EDP CONTROL
COURSE FILE
SORTED ANNUAL E/F FILE
FALL INST. FILE
SPRING INST. FILE
FALL CLASS SCHEDULE
SPRING CLASS SCHEDULE
360/40 DOS P81-412 REPORT
FORM B-1
PFT CONTROL

ORANGE COAST JUNIOR COLLEGE DISTRICT
PROJECT FOLLOW-THROUGH
SEPTEMBER, 1969
SECTION V
GENERAL SYSTEM PROCEDURE - -
SYSTEM PACK


OPEN 50 CYLINDERS
MASTER FILE CYLINDERS 100 - 150
OPEN 25 CYLINDERS (USED AS WORK AREA)
ENROLLMENT FILE CYLINDERS 25 - 75
FALL INSTRUCTOR FILE CYLINDERS 22 - 25
FALL CLASS SCHEDULE CYLINDERS 16 - 22
COURSE FILE CYLINDERS 10 - 16
SPRING CLASS SCHEDULE CYLINDERS 04 - 10
SPRING INSTRUCTOR FILE CYLINDERS 01 - 04

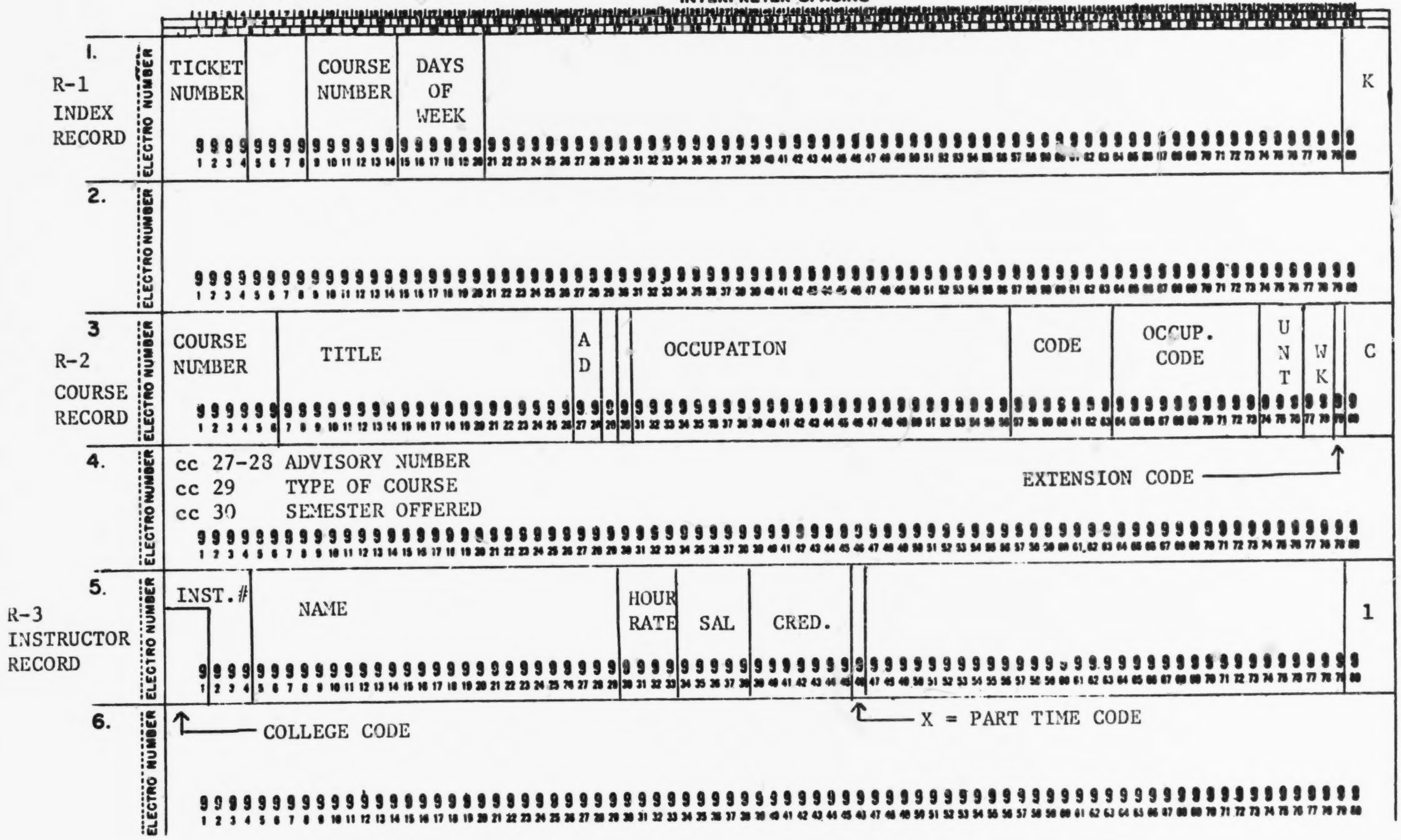
ORANGE COAST JUNIOR COLLEGE DISTRICT
PROJECT FOLLOW-THROUGH
SEPTEMBER, 1969
SECTION V
GENERAL SYSTEM PROCEDURE - -
CARD LAYOUT

MULTIPLE LAYOUT FORM

FOR ELECTRIC ACCOUNTING MACHINE CARDS

BRANCH OFFICE NO. ____________

DATE ____________

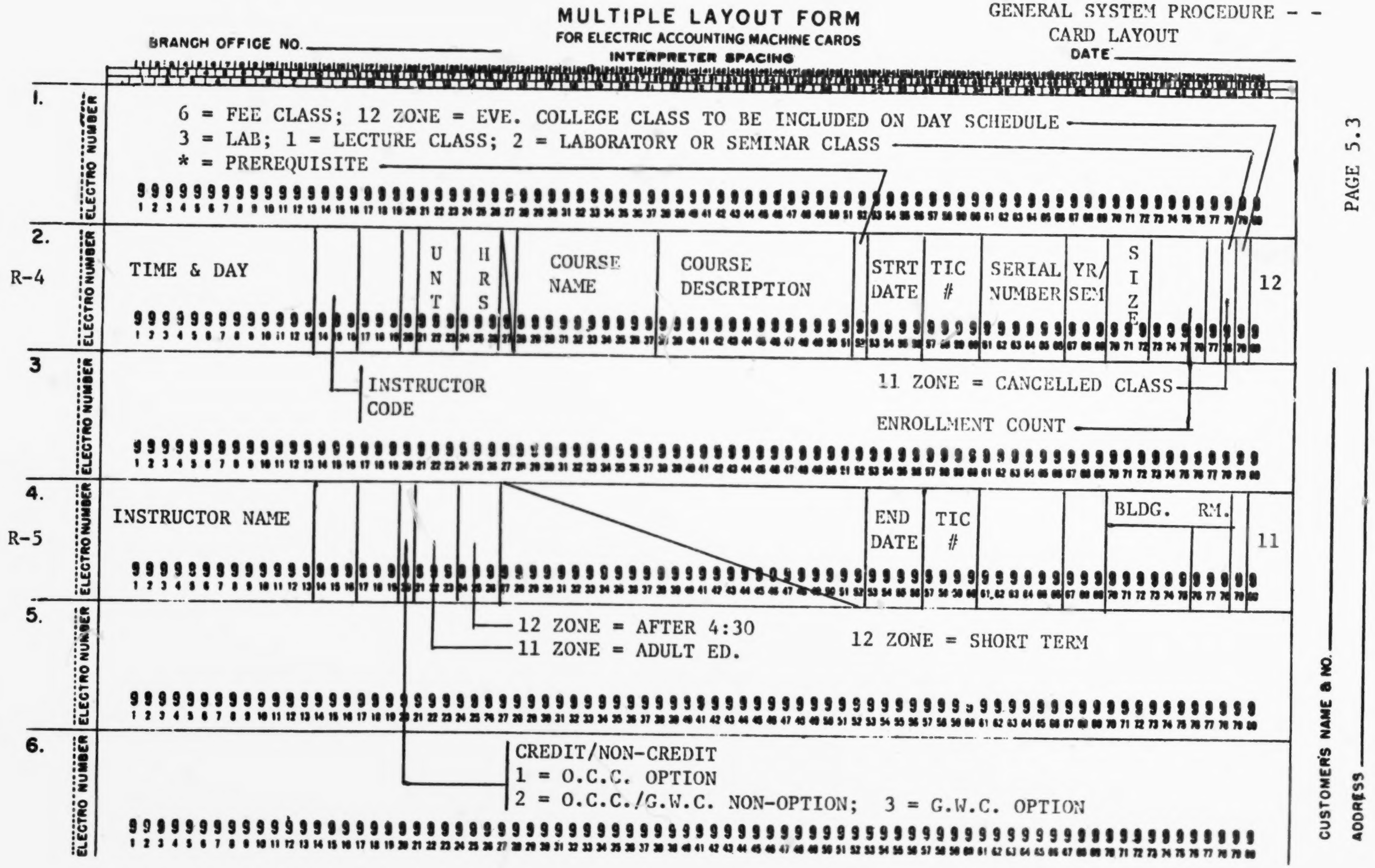

INTERPRETER SPACING
1.
R-1
INDEX
RECORD
ELECTRO NUMBER
TICKET NUMBER
COURSE NUMBER
DAYS OF WEEK
K
2.
3
R-2
COURSE
RECORD
COURSE NUMBER
TITLE
A D
OCCUPATION
CODE
OCCUP. CODE
U N T
W K
C
4.
cc 27-28 ADVISORY NUMBER
cc 29 TYPE OF COURSE
cc 30 SEMESTER OFFERED
EXTENSION CODE
5.
R-3
INSTRUCTOR
RECORD
INST.#
NAME
HOUR RATE
SAL
CRED.
1
6.
COLLEGE CODE
X = PART TIME CODE

CUSTOMER'S NAME & NO. ____________

ADDRESS ____________

CLASS MASTER CARDS

ORANGE COAST JUNIOR COLLEGE DISTRICT
PROJECT FOLLOW-THROUGH
SEPTEMBER, 1969
SECTION V
GENERAL SYSTEM PROCEDURE - -
CARD LAYOUT


MULTIPLE LAYOUT FORM
FOR ELECTRIC ACCOUNTING MACHINE CARDS
INTERPRETER SPACING
BRANCH OFFICE NO.
DATE
1.
6 = FEE CLASS; 12 ZONE = EVE. COLLEGE CLASS TO BE INCLUDED ON DAY SCHEDULE
3 = LAB; 1 = LECTURE CLASS; 2 = LABORATORY OR SEMINAR CLASS
* = PREREQUISITE
2.
R-4
TIME & DAY
UNT
HRS
COURSE NAME
COURSE DESCRIPTION
STRT DATE
TIC #
SERIAL NUMBER
YR/SEM
SIZE
12
3
INSTRUCTOR CODE
11 ZONE = CANCELLED CLASS
ENROLLMENT COUNT
4.
R-5
INSTRUCTOR NAME
END DATE
TIC #
BLDG. RM.
11
5.
12 ZONE = AFTER 4:30
11 ZONE = ADULT ED.
12 ZONE = SHORT TERM
6.
CREDIT/NON-CREDIT
1 = O.C.C. OPTION
2 = O.C.C./G.W.C. NON-OPTION; 3 = G.W.C. OPTION
ELECTRO NUMBER
CUSTOMER'S NAME & NO.
ADDRESS

SEMESTER ENROLLMENT QUESTIONNAIRE

ORANGE COAST JUNIOR COLLEGE DISTRICT
PROJECT FOLLOW-THROUGH
SEPTEMBER, 1969
SECTION V
GENERAL SYSTEM PROCEDURE - -
CARD LAYOUT

MULTIPLE LAYOUT FORM

FOR ELECTRIC ACCOUNTING MACHINE CARDS
INTERPRETER SPACING

BRANCH OFFICE NO. ____________

DATE ____________

1. R-6 VERIFICATION

ELECTRO NUMBER

I.D. NUMBER (1–7) | S.S. NUMBER (8–16) | Q 1 (17) | Q 2 (18–20) | Q 3 (21) | Q 4 (22) | Q 5 (23) | Q 6 (24–26) | Q 7 (27) | Q 8 (28) | Q 9 (29) | E (80)

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2. ELECTRO NUMBER

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3 ELECTRO NUMBER

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4. ELECTRO NUMBER

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5. ELECTRO NUMBER

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6. ELECTRO NUMBER

9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9
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CUSTOMER'S NAME & NO. ____________

ADDRESS ____________

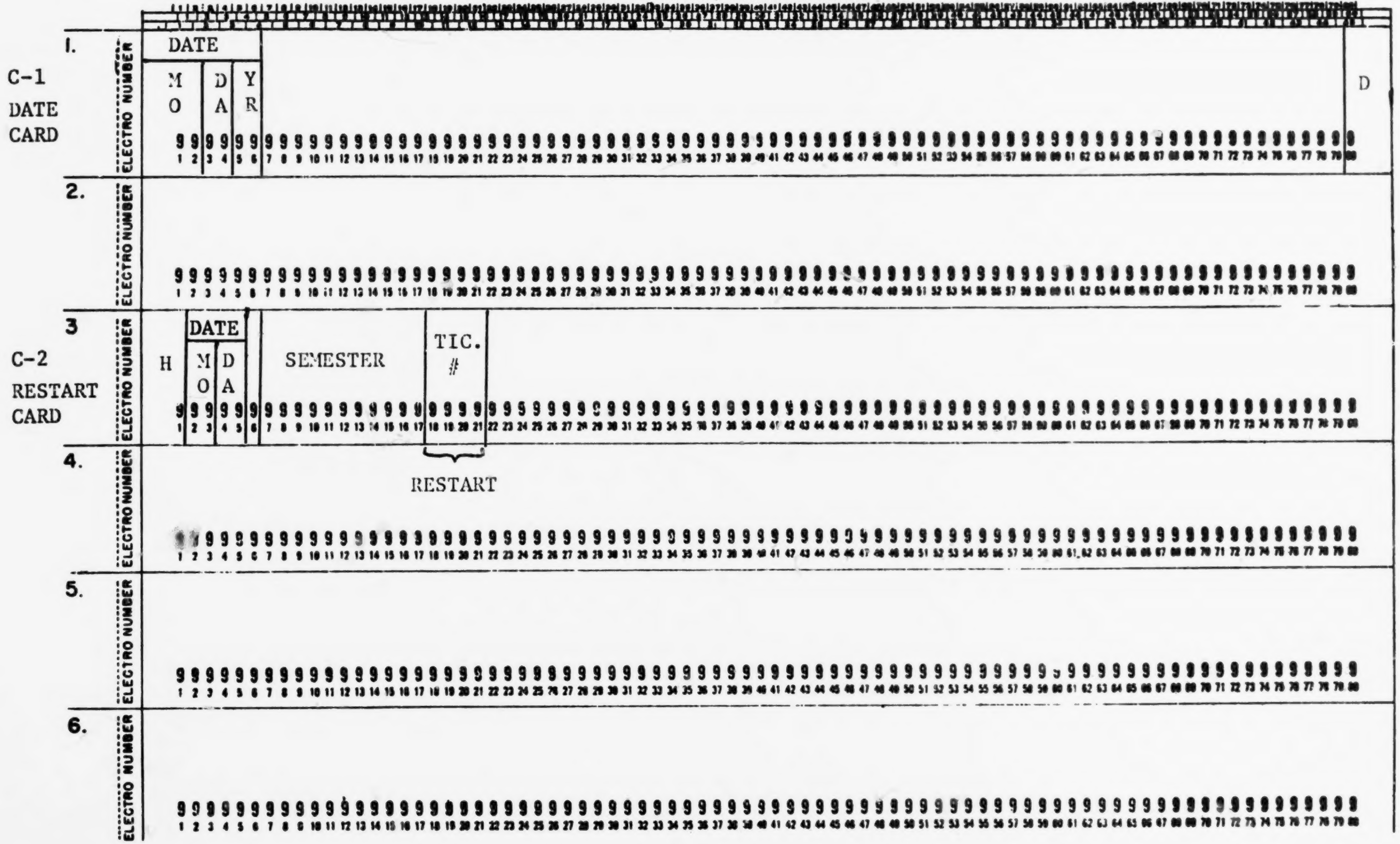
MULTIPLE LAYOUT FORM

FOR ELECTRIC ACCOUNTING MACHINE CARDS

INTERPRETER SPACING

BRANCH OFFICE NO. ____________

DATE ____________


C-1
DATE
CARD
1.
DATE
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2.
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C-2
RESTART
CARD
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DATE
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DA
SEMESTER
TIC. #
RESTART
4.
5.
6.
ELECTRO NUMBER

CUSTOMER'S NAME & NO. ____________

ADDRESS ____________

ORANGE COAST JUNIOR COLLEGE DISTRICT
PROJECT FOLLOW-THROUGH
SEPTEMBER, 1969
SECTION V
GENERAL SYSTEM PROCEDURE - -
CARD LAYOUT

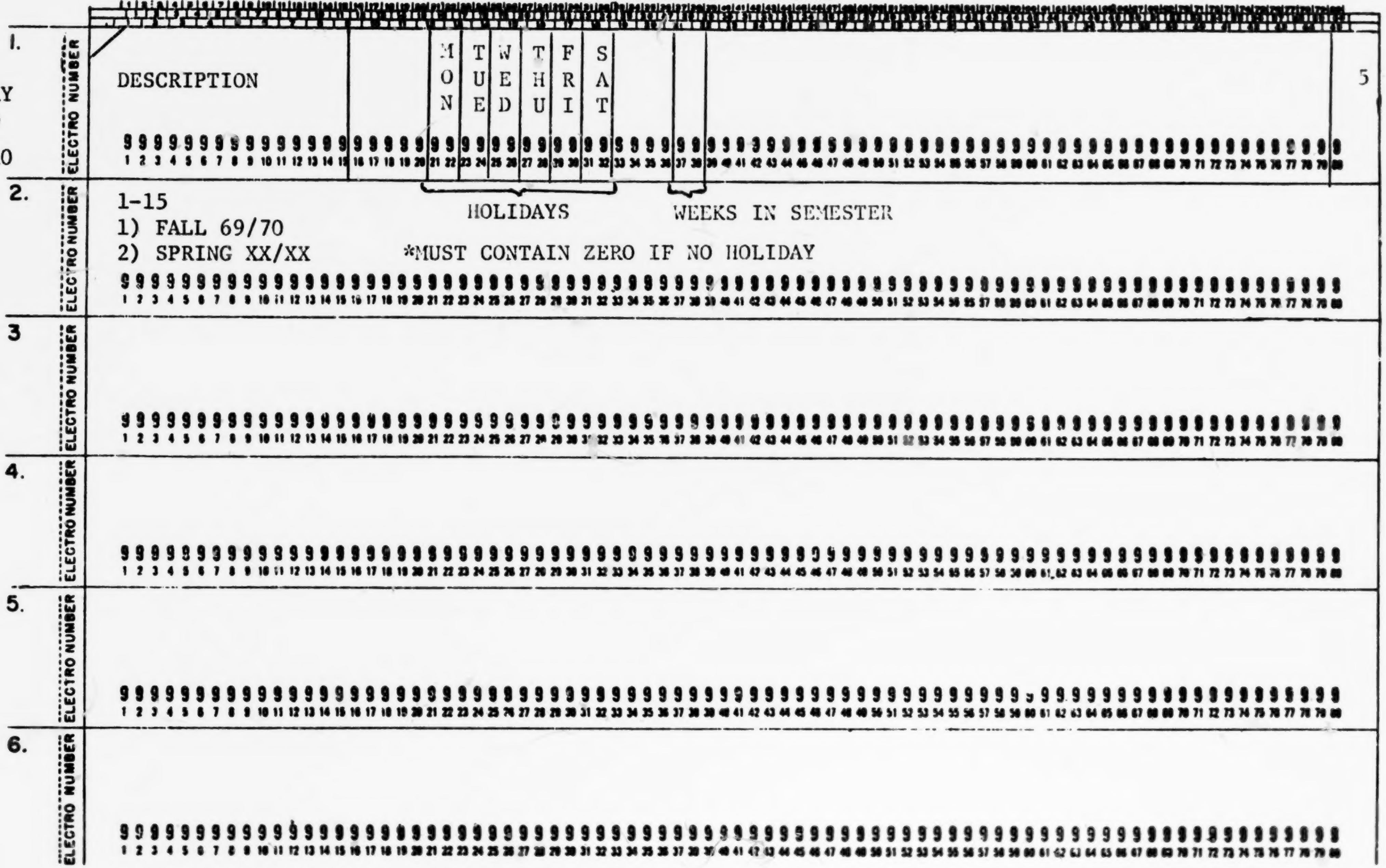
MULTIPLE LAYOUT FORM
FOR ELECTRIC ACCOUNTING MACHINE CARDS

BRANCH OFFICE NO. ____________

INTERPRETER SPACING

DATE ____________

C-5
HOLIDAY
RECORD
P81-110


1.
ELECTRO NUMBER
DESCRIPTION
MON
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FRI
SAT
5
2.
3
4.
5.
6.
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

1-15
1) FALL 69/70
2) SPRING XX/XX

HOLIDAYS

WEEKS IN SEMESTER

*MUST CONTAIN ZERO IF NO HOLIDAY

CUSTOMER'S NAME & NO. ____________

ADDRESS ____________

MASTER FILE

FIELD NAME	LENGTH	RELATIVE LOCATION	FIELD DESCRIPTION
NCØL	1	0	COLLEGE 1 = OCC, 2 = GWC
NID	7	1	STUDENT IDENTIFICATION NUMBER
NSS	9	8	SOCIAL SECURITY NUMBER
NNAME	20	17	STUDENT NAME
NSEX	1	37	STUDENT SEX 1 = MALE, 2 = FEMALE
NMBD	6	38	BIRTHDATE MO-DA-YR
NMARST	1	44	MARITAL STATUS 1 = MARRIED, 2 = SINGLE, 3 = DIVORCED, 4 = WIDOWED
NBACK	1	45	ETHNIC BACKGROUND 1 = AMERICAN INDIAN, 2 = AMERICAN NEGRO, 3 = PHILIPPINO AMERICAN, 4 = ORIENTAL AMERICAN, 5 = MEXICAN AMERICAN, 6 = SPANISH AMERICAN, 7 = FOREIGN STUDENT, 8 = MORE THAN ONE CHECKED
NCITZ	1	46	CITIZENSHIP
NHI	3	47	HEIGHT (CURRENTLY NOT USED)
NLB	3	50	WEIGHT (CURRENTLY NOT USED)
NHPRØB	1	53	HEALTH PROBLEMS (CURRENTLY NOT USED)
NFI	1	54	FAMILY INCOME 1 = LESS THAN $3,000, 2 = BETWEEN $3,000 AND $6,000, 3 = BETWEEN $6,000 AND $10,000, 4 = BETWEEN $10,000 AND $15,000, 5 = OVER $15,000
NSSER	3	55	SERVICE CLASSIFICATION
NBEN	1	58	EDUCATIONAL BENEFITS ELIGIBLE TO RECEIVE
NREL	1	59	RELATIVE IN MILITARY 1 = SELF, 2 = FATHER, 3 = MOTHER, 4 = SPOUSE, 5 = GUARDIAN, 6 = NONE (CURRENTLY NOT USED)
NZMC	2	60	TOTAL CHANGES IN MAJOR (PACKED)
NZCØ	2	62	TOTAL CHANGES IN CAREER OBJECTIVES (PACKED)
NZTP	2	64	TOTAL CHANGES IN TRANSFER PLANS (PACKED)
NALIVE	1	66	PARENT LIVING (CURRENTLY NOT USED)
NWM	1	67	LIVING WITH WHOM (CURRENTLY NOT USED)
NSUP	1	68	SUPPLEMENTARY REGISTRATION CODE
NEP	1	69	ENROLLMENT PLAN 0 = GENERAL INTEREST, 1 = TWO YEAR DEGREE, 4 = COMPLETION CERTIFICATE, 6 = APPRENTICE, 9 = HIGH SCHOOL
NJC	1	70	WORK AT WHAT COLLEGE 1 = GOLDEN WEST, 2 = ORANGE COAST, 3 = OTHER
NWPTJC	1	71	WHY THIS JUNIOR COLLEGE 1 = CLOSE TO HOME, 2 = HIGH SCHOOL PRESENTATION BY COLLEGE, 3 = FRIEND'S ADVICE, 4 = PARENT'S OR GUARDIAN'S ADVICE, 5 = HIGH SCHOOL COUNSELOR'S ADVICE, 6 = COLLEGE COUNSELOR'S ADVICE

FIELD NAME	LENGTH	RELATIVE LOCATION	FIELD DESCRIPTION
NMV	1	72	WHY THIS MAJOR OR VOCATION 1 = HIGH SCHOOL PRESENTATION BY COLLEGE, 2 = FRIEND'S ADVICE, 3 = PARENT'S OR GUARDIAN'S ADVICE, 4 = HIGH SCHOOL COUNSELOR'S ADVICE, 5 = COLLEGE COUNSELOR'S ADVICE, 6 = COLLEGE INSTRUCTOR'S ADVICE, 7 = OTHER
NVE	1	73	VOCATIONAL ENROLLEE (PRESENT OR PAST) 1 = YES, 2 = NO
NYS	2	74	YEARS SCHOOLING IF NOT HIGH SCHOOL GRADUATE
NTP	1	76	SELECTED FOUR-YEAR SCHOOL FOR TRANSFER 1 = YES, 2 = NO
NMTU	1	77	TRANSFER PLANS 1 = NON-TRANSFER, 2 = CALIFORNIA STATE COLLEGE, 3 = CALIFORNIA STATE UNIVERSITY, 4 = PRIVATE COLLEGE, 5 = OUT-OF-STATE, 9 = NOT ANSWERED
NØPEN2	2	78	OPEN
NMTX	1	80	WHY A FOUR-YEAR COLLEGE 1 = CLOSE TO HOME, 2 = HIGH SCHOOL PRESENTATION BY COLLEGE, 3 = FRIEND'S ADVICE, 4 = PARENT'S OR GUARDIAN'S ADVICE, 5 = HIGH SCHOOL COUNSELOR'S ADVICE, 6 = COLLEGE COUNSELOR'S ADVICE, 7 = COLLEGE INSTRUCTOR'S ADVICE, 8 = OTHER, 9 = NOT DECIDED
NHSMAJ	1	81	HIGH SCHOOL MAJOR 1 = COLLEGE PREPARATORY, 2 = VOCATION
NHSCD	6	82	HIGH SCHOOL LAST ATTENDED (CODE)
NHSYR	2	88	YEAR LAST ATTENDED HIGH SCHOOL
NHSG	1	90	HIGH SCHOOL GRADUATE (CODE)
NHSGR	1	91	HIGH SCHOOL GRADE
NDIST	3	92	DISTRICT CODE
NFSEM	3	95	YR/SEM FIRST REGISTERED YYS - SEMESTER: 0 = SUMMER, 1 = FALL, 2 = SPRING
NCKHR	1	98	CLOCK HOURS 1 = PART-TIME STUDENT (LESS THAN 10 HOURS), 2 = FULL-TIME STUDENT (MORE THAN 10 HOURS)
NUERN	1	99	EARNED UNITS 1 = ZERO - 29.5, 2 = 30 - 59.5, 3 = MORE THAN 60, 4 = EARNED DEGREE
NULCD	1	100	UNIT LOAD CODE 1 = 0.5 - 6.5, 2 = 7.0 - 11.5, 3 = 12.0 - 18.5, 4 = OVER 19, 5 = NO UNITS
NULTT	3	101	CURRENT UNIT LOAD XX.X
NMAJ	3	104	MAJOR CODE

FIELD NAME	LENGTH	RELATIVE LOCATION	FIELD DESCRIPTION
NPRIR	1	107	PRIOR ATTENDANCE AT ANOTHER COLLEGE 1 = YES, 2 = NO
NDEG	1	108	TYPE DEGREE WORKING FOR
NDROP	1	109	COMPLETE WITHDRAWAL FROM SCHOOL
NAGE	1	110	AGE CODE 1 = EQUAL OR GREATER THAN 21, 2 = LESS THAN 21
NADST	1	111	ADMISSION STATUS
NTRAN	1	112	TRANSFER PLANS AT REGISTRATION 1 = NON-TRANSFER, 2 = STATE COLLEGE, 3 = STATE UNIVERSITY, 4 = PRIVATE COLLEGE, 5 = OUT-OF-STATE
NCOUN	2	113	COUNSELOR/ADVISOR CODE
NIDTX	1	115	IN-DISTRICT TRANSFER 1 = YES
NRET	1	116	FIRST TIME, RETURNING, CONTINUING 1 = FIRST TIME, 2 = CONTINUING, 3 = RETURNING
NSEL	1	117	GOVERNMENT BENEFITS
NCC	1	118	CLASSIFICATION CODE 1 = DAY, 2 = EVENING, 3 = BOTH DAY AND EVENING
N430	1	119	BEFORE 4:30, AFTER, OR COMBINATION (1,2,3)
NCODE	1	120	GRADE, ADULT, OR COMBINATION (1,2,3)
NCMUA	3	121	CUM. UNITS ATTEMPTED
NCMUC	3	124	CUM. UNITS COMPLETED
NCMGS	4	127	CUM. GRADE POINTS
NCMGA	3	131	CUM. GRADE POINT AVERAGE
NCRUA	3	134	CURR. UNITS ATTEMPTED
NCRUC	3	137	CURR. UNITS COMPLETED
NCRGS	4	140	CURR. GRADE POINTS
NCRGA	3	144	CURR. GRADE POINT AVERAGE
NYSLA	3	147	YR/SEM LAST ATTENDED
NULCP	3	150	SELECTIVE SERVICE COMPARATIVE UNITS
NSTAT	1	153	CURRENT STATUS 1 = ACADEMIC PROBATION (CURR. GPA), 2 = ACADEMIC PROBATION (CUM. GPA), 3 = ACADEMIC PROBATION (CUM. AND CURR. GPA 'B' BIT = P.E. SUSPENSION, 'AB' BIT = DISCIPLINARY DISMISSAL), 4 = ACADEMIC SUSPENSION, 5 = REINSTATE SUSPENSION, 6 = DEAN'S LIST
NXFCD	5(6)	154	TRANSFER INSTITUTION CODE
NTELE	7	159	CURRENT PHONE NUMBER
NLOCA	20	166	LOCAL ADDRESS
NLOCC	25	186	LOCAL CITY/STATE

FIELD NAME	LENGTH	RELATIVE LOCATION	FIELD DESCRIPTION
NLZIP	5	211	LOCAL ZIP CODE
NPRMA	20	216	PERMANENT ADDRESS
NPRMC	25	236	PERMANENT CITY/STATE
NPZIP	5	261	PERMANENT ZIP CODE
NVRAW	2	266	RAW VERBAL
NQRAW	2	268	RAW QUANTITATIVE
NTRAW	3	270	RAW TOTAL
NVPER	2	273	PERCENTAGE VERBAL
NQPER	2	275	PERCENTAGE QUANTITATIVE
NTPER	2	277	PERCENTAGE TOTAL
NVC	1	279	C VERBAL
NQC	1	280	C QUANTITATIVE
NTC	1	281	C TOTAL
NSDTE	4	282	SCAT TEST DATE
NSCODE	1	286	TEST CODE
NOPEN	108	287	OPEN
NDLP	4	395	DATE LEFT PARENTS (CURRENTLY NOT USED)
NSE	1	399	SEEKING EMPLOYMENT
NHME	3	400	EARNINGS PER WEEK
NYES	2	403	OPEN
NHMH	1	405	HOW MANY HOURS PER WEEK WORKING 0 = ZERO, 1 = 1-10, 2 = 11-20, 3 = 21-30, 4 = 31-40, 5 ≥ 40, 9 = NOT ANSWERED
NWIWF	1	406	WORK IN FIELD 1 = WORK IN MAJOR FIELD, 2 = UNRELATED FIELD, 3 = RELATED FIELD, 4 = WORKING LESS THAN 30 HOURS
N0PEN	5	407	OPEN
NCPS	1	412	COMPLETE PROGRAM THIS SEMESTER 1 = YES, 2 = NO
NC0	1	413	CAREER OBJECTIVES 1 = PROFESSIONAL, 2 = EDUCATION, 3 = MILITARY, 4 = TECHNICIAN, 5 = ATHLETE, 6 = CORPORATE EXECUTIVE, 7 = FINE ARTS, 8 = TRADESMAN, 9 = NOT ANSWERED, A = SELF-EMPLOYED, B = OTHER, C = UNDECIDED
NWCC0	1	414	WHY CHOOSE CAREER OBJECTIVES 1 = PARENTS, 2 = FRIENDS, 3 = COLLEGE COUNSELOR, 4 = COLLEGE INSTRUCTOR, 5 = HIGH SCHOOL INSTRUCTOR INSTRUCTOR, 6 = YOUR OWN, 7 = OTHER, 8 = UNDECIDED, 9 = UNANSWERED

NOTE: FOLLOWING FIELDS FROM FOLLOW-UP QUESTIONNAIRE/TELEPHONE QUESTIONNAIRE

FIELD NAME	LENGTH	RELATIVE LOCATION	FIELD DESCRIPTION
NUITEM1	1	415	COMPLETE YOUR COLLEGE PROGRAM 1 = YES, 2 = NO
NUITEM2	1	416	TYPE PROGRAM ENROLLED IN 1 = TWO-YEAR PROGRAM, 2 = FOUR-YEAR COLLEGE, 3 = VOCATIONAL OR OCCUPATIONAL PROGRAM, 4 = PROGRAM LEADING TO AN AA DEGREE OR CERTIFICATE OF ACHIEVEMENT, 5 = PROGRAM LEADING TO A BACHELOR'S DEGREE OR HIGHER DEGREE
NUITEM3	1	417	DO YOU INTEND TO ENROLL 1 = NEXT SEMESTER, 2 = AFTER TWO YEARS, 3 = WITHIN ONE YEAR, 4 = AFTER ARMED SERVICE, 5 = WITHIN TWO YEARS, 6 = NEVER
NUITEM4	1	418	SEEKING WORK 1 = YES, 2 = NO
NUITEM5	1	419	WORKING IN WHAT FIELD 1 = OCCUPATION YOU RECEIVED TRAINING IN JUNIOR COLLEGE, 2 = OCCUPATION RELATED TO THE TRAINING YOU RECEIVED IN JUNIOR COLLEGE, 3 = UNRELATED TO JUNIOR COLLEGE TRAINING, 4 = NOT WORKING FULL TIME
NUITEM6	1	420	IF YOU EVER ENROLLED IN AN OCCUPATIONAL PROGRAM WHILE IN JUNIOR COLLEGE, DID THE TRAINING YOU RECEIVED 1 = HELP YOU GET A NEW JOB, 2 = HELP YOU GET A PROMOTION, 3 = DID NOT HELP YOU, 4 = WAS NOT ENROLLED IN OCCUPATIONAL PROGRAM, 5 = WAS ENROLLED AND NOW ATTENDING A FOUR-YEAR COLLEGE
NUITEM7	1	421	IF TRANSFER STUDENT, DID YOU 1 = TRANSFER AS A FRESHMAN TO A FOUR-YEAR COLLEGE, 2 = TRANSFER AS A SOPHOMORE TO A FOUR-YEAR COLLEGE, 3 = TRANSFER AS A JUNIOR TO A FOUR-YEAR COLLEGE, 4 = TRANSFER AS A SENIOR TO A FOUR-YEAR COLLEGE, 5 = FIND YOUR JUNIOR COLLEGE WORK TO BE OF GREAT VALUE, 6 = FIND YOUR JUNIOR COLLEGE WORK TO BE OF MODERATE VALUE, 7 = FIND YOUR JUNIOR COLLEGE WORK TO BE OF MINIMUM VALUE, 8 = FIND YOUR JUNIOR COLLEGE WORK TO BE OF NO VALUE, 9 = NOT ENROLLED IN A FOUR-YEAR COLLEGE, 0 = WAS NOT ENROLLED IN A TRANSFER PROGRAM
NUITEM8	1	422	RATE JUNIOR COLLEGE EXPERIENCE 1 = GREAT VALUE, 2 = MODERATE VALUE, 3 = LIMITED VALUE, 4 = NO VALUE

FIELD NAME	LENGTH	RELATIVE LOCATION	FIELD DESCRIPTION
NUITEM9	2	423	CHANGE IN LIFE AS A RESULT OF JUNIOR COLLEGE
NUITEM10	2	425	JUNIOR COLLEGE ASSISTED YOU
NUITEM11	2	427	JUNIOR COLLEGE SHOULD HAVE ASSISTED YOU
			NUITEM 9-11: 1 = SOCIAL (INCLUDING MARRIAGE), 2 = OCCUPATIONAL OR PROFESSIONAL OR ECONOMIC, 3 = EDUCATIONAL, 4 = CULTURAL, 5 = GENERAL INTEREST OR VALUE, 6 = PERSONAL GROWTH, RESPONSIBILITY, 7 = COUNSELING, GUIDANCE, 8 = DRAFT AVOIDANCE OR FAILURE TO AVOID DRAFT, 9 = NO CHANGE OR HELP, 10 = OTHER
NUITEM12	2	429	MOST USEFUL JUNIOR COLLEGE EXPERIENCE
NUITEM13	2	431	LEAST USEFUL JUNIOR COLLEGE EXPERIENCE
			NUITEM 12-13: 1 = SPECIFIC CLASS, SUBJECT, OR ASSIGNMENT, 2 = HOMEWORK, STUDY, 3 = COUNSELING, 4 = INDIVIDUAL TEACHER, 5 = ACTIVITIES AND PHYSICAL EDUCATION, 6 = DROPPING OUT OF COLLEGE, 7 = INDEPENDENCE, ADULT RESPONSIBILITY, 8 = SOCIAL, 9 = NO EXPERIENCE, 0 = OTHER, BLANK = UNANSWERED
NATTEND	1	433	ATTENDING GOLDEN WEST OR ORANGE COAST COLLEGE 1 = DAY SCHOOL, 2 = EVENING SCHOOL, 3 = NOT ATTENDING
NFUP	1	434	TELEPHONE FOLLOW-UP PROCESSED
TELEPHONE QUESTIONNAIRE			
NADDR	1	435	NO LONGER AT THIS ADDRESS 1 = YES
NTITEM1	1	436	ATTENDING ORANGE COAST OR GOLDEN WEST COLLEGE 2 = NO, 3 = DAY, 4 = EVENING
NTITEM2	1	437	COMPLETE YOUR JUNIOR COLLEGE PROGRAM 1 = YES, 2 = NO
NTITEM3	1	438	ARE YOU 1 = ENROLLED IN COLLEGE, 2 = WORKING FULL TIME, 3 = WORKING PART TIME
NTITEM4	1	439	INTEND TO RETURN TO COLLEGE 1 = NEXT SEMESTER, 2 = WITHIN ONE YEAR, 3 = WITHIN TWO YEARS, 4 = AFTER TWO YEARS, 5 = AFTER ARMED FORCES, 6 = NEVER
NTITEM5	1	440	JUNIOR COLLEGE EXPERIENCE HELPFUL 1 = YES, 2 = NO
NNTSR	2	441	SEMESTER NOT RETURNED
NSHS	2	443	NUMBER OF TIMES STUDENT HAS RETURNED
NOPEN27	27	445	OPEN
NSEDATE	4	472	DATE SEMESTER ENROLLMENT QUESTIONNAIRE PROCESSED

FIELD NAME	LENGTH	RELATIVE LOCATION	FIELD DESCRIPTION
NPCODE	1	476	SEMESTER ENROLLMENT PROCESSED
NTRC	1	477	PFT STATUS 1 = NEW, 2 = CONTINUING, 3 = RETURNING, 4 = NON-RETURNEE
NEOF	1	478	END OF RECORD

ENROLLMENT RECORD

FIELD NAME	LENGTH	RELATIVE LOCATION	FIELD DESCRIPTION
EID	7	0	STUDENT I.D. NUMBER
ESS	9	7	SOCIAL SECURITY NUMBER
ESEX	1	16	STUDENT SEX
ETIC1	4	17	TICKET NUMBER
ETIC2	4	21	GRADE-PERIOD-SECTION-CREDIT
ECOURS	6	25	COURSE NUMBER
ETYPE	1	31	TYPE OF COURSE
EINST	4	32	INSTRUCTOR CODE
ESER	6	36	SERIAL NUMBER
EUNIT	3	42	UNITS
EHOUR	3	45	HOURS
EWITH	1	48	WITHDRAWAL CODE
ESNE	1	49	STUDENT NOT ENROLLED
EOE	1	50	OBTAIN EMPLOYMENT
EWW	4	51	(MO/YR) INTEND TO GO TO WORK
ESE	1	55	SEEKING EMPLOYMENT
ETCP	1	56	COURSE IN TERMS OF MAJOR PLANS
EITCR	1	57	COURSE REQUIRED
EFREE	8	58	-OPEN-
ECODE	3	66	DISTRICT CODE
EAG	1	69	ADULT OR GRADED CLASS
ENAME	20	70	STUDENT NAME
EOPEN	5	90	-OPEN-
EFIRST	1	95	STUDENT'S FIRST CLASS
ESEMYR	3	96	YR/SEM
EOR	1	99	END OF RECORD

INSTRUCTOR RECORD

FIELD NAME	LENGTH	RELATIVE LOCATION	FIELD DESCRIPTION
IOS	1	0	ZERO
IA	1	1	COLLEGE CODE 1 = ORANGE COAST 2 = GOLDEN WEST
IB	3	2	INSTRUCTOR CODE
IC	1	5	OPEN
ID	25	6	INSTRUCTOR NAME
IE	7	31	CREDENTIAL HELD
IF	1	38	OPEN
IG	3	39	HOURLY RATE (PACKED)
IH	4	42	SALARY (PACKED)
II	2	46	TOTAL DAY UNITS (PACKED)
IJ	2	48	OPEN
IK	2	50	TOTAL NIGHT UNITS (PACKED)

COURSE RECORD

FIELD NAME	LENGTH	RELATIVE LOCATION	FIELD DESCRIPTION
CROS	1	0	ZERO
CRA	6	1	COURSE NUMBER
CRB	20	7	COURSE TITLE
CRC	2	27	ADVISORY CODE
CRD	1	29	TYPE OF COURSE
CRE	1	30	SEMESTER OFFERED
CRF	25	31	OCCUPATION
CRG	7	56	COURSE CODE
CRH	5	63	OCCUPATION CODE
CRI	3	68	UNITS
CRJ	2	71	WEEKS
CRK	1	73	PRE-EMPLOYMENT CODE
CRL	6	74	OPEN

CLASS SCHEDULE

FIELD NAME	LENGTH	RELATIVE LOCATION	FIELD DESCRIPTION
WCOS	1	0	ZERO
WCA	4	1	(KEY) TICKET NUMBER
WCA1	1	5	OPEN
WCA2	1	6	COLLEGE 1 = ORANGE COAST 2 = GOLDEN WEST
WCB	3	7	INSTRUCTOR CODE
WCC	4	10	PACKED SERIAL NUMBER
WCD	6	14	COURSE NUMBER
WCE	10	20	COURSE NAME
WCF	14	30	COURSE DESCRIPTION
WCG	6	44	BUILDING
WCH	3	50	ROOM
WCI	13	53	INSTRUCTOR NAME
WCJ	4	66	PACKED DAYS OF WEEK
WCK	2	70	PACKED UNITS
WCL	2	72	PACKED HOURS
WCM1	1	74	CREDID-NO CREDIT
WCM2	1	75	ADULT CLASS
WCM3	1	76	AFTER 4:30
WCM4	1	77	SHORT TERM
WCM5	1	78	CANCELLED CLASS
WCM6	1	79	LAB
WCM7	1	80	FEE
WCM8	1	81	EVENING
WCM9	1	82	PREREQUISITE
WCM10	3	83	PACKED START DATE
WCM11	3	86	PACKED END DATE
WCM111	3	89	PACKED ENROLLMENT COUNT
WCM12	2	92	PACKED CLASS SIZE
WCM13	2	94	PACKED YEAR/SEMESTER
WCOST	4	96	PACKED COST
WTHRS	3	100	PACKED TOTAL HOURS OF INSTRUCTION
WOPEN2	2	103	OPEN

ADDRESS FILE

FIELD NAME	LENGTH	RELATIVE LOCATION	FIELD DESCRIPTION
AID	7	0	STUDENT I.D. NUMBER
ASS	9	7	SOCIAL SECURITY NUMBER
ANAME	20	16	STUDENT NAME
ALA	20	36	LOCAL ADDRESS
ACT	25	56	CITY/STATE
AZIP	5	81	ZIP CODE
ACOL	1	86	COLLEGE
ASEX	1	87	SEX

INSTRUCTOR WORK SHEET

CODE NUMBER	NAME	RATE	CREDENTIAL	LIFE	SALARY	CODE
1002	ADAMS R		SD VOC	X	$15,400	1
4004	BEAVER M	$9.00	SS AVI			1
2008	HAYES D	$8.50	CLASS A	X	$14,700	1
3012	MORRES G	$8.50	SD VOC	X		1

IN-CLASS QUESTIONNAIRE

☐ STUDENT IS NOT ENROLLED

CHECK THE BOX TO THE LEFT OF THE APPROPRIATE ANSWER

1. HOW DO YOU SEE THIS COURSE IN TERMS OF YOUR CAREER PLANS? (CHECK ONLY ONE BOX)

☐ OF IMMEDIATE, DIRECT BENEFIT
☐ OF LONG-TERM DIRECT BENEFIT
☐ OF INDIRECT BENEFIT
☐ OF NO BENEFIT

2. IS THIS COURSE: (YOU MAY CHECK MORE THAN ONE BOX)

☐ REQUIRED SPECIFICALLY FOR YOUR JUNIOR COLLEGE GRADUATION?
☐ REQUIRED SPECIFICALLY FOR YOUR JUNIOR COLLEGE MAJOR?
☐ REQUIRED SPECIFICALLY FOR YOUR MAJOR AT OR GRADUATION FROM A FOUR-YEAR COLLEGE?
☐ NOT SPECIFICALLY REQUIRED IN YOUR COLLEGE PROGRAM?